

# Education Services Brochure Booklet (ESB<sup>2</sup>)

The How To Guide To The New Jersey Army National Guard's  
Education Benefits



*"Today's Preparation Determines  
Tomorrow's Achievements"*

Also available online at:

**[WWW.NJ.GOV/MILITARY/EDUCATION](http://WWW.NJ.GOV/MILITARY/EDUCATION)**

# **Education Services Brochure Booklet**

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## **A. Introduction to the ESB2**

### **1. MISSION**

The mission of the New Jersey Army National Guard Education Center is to support the voluntary civilian education programs of the members of the New Jersey Army National Guard. Civilian education is related directly to recruiting and retaining quality soldiers, enhancing their career progression, both military and civilian, and increasing the combat readiness of the Army National Guard.



### **2. EDUCATION GOALS**

All New Jersey Army National Guard members should attempt to meet the following educational levels:

a. Commissioned Officers. “Effective 1 October 1995, no person may be Federally Recognized in a grade above first lieutenant unless that person has been awarded a baccalaureate degree from an accredited educational institution.” (See. Chap. M. 1.)

**NOTE:** Commissioned Officers should pursue graduate study.

b. Warrant officers. CW2 – 30 credit hours desired; CW3 – Associates degree desired; CW4 – Baccalaureate desired; (See. Chap. M. 5.)

c. Enlisted. E-8 and E-9 – Baccalaureate degree desired; E-7 - Associates degree desired; E-6 - pursuing Associates degree; E-1 – E-5 high school diploma or equivalent *required* (See. Chap. I. GED Test Preparation & High School Diploma Completion)

### **AGR SPECIFIC INFORMATION**

AGR soldiers are entitled to the same education benefits as Traditional Drilling Guardsmen. AGR Title 32 soldiers may be eligible for Montgomery G.I Bill-Active Duty Chap. 30 Benefits. (See. Chap. C.1.) Although Federal Tuition Assistance (FTA) benefits remain the same, applications must be made through servicing Active Duty Education

Center. (See Chap. D.) The NJNGTP remains the same. (See. Chap. B)

### **3. ADDRESS**

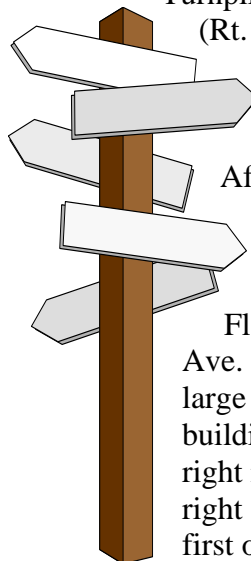
a. The NJARNG Education Center is located at:

Joint Force Headquarters New Jersey  
2<sup>nd</sup> Floor  
BLDG 3650 Saylors Pond Road  
Fort Dix, New Jersey 08640-7600  
Fax # (609)-562-0201

### **4. DIRECTIONS**

#### **From the North:**

Take Garden State Parkway to the New Jersey Turnpike. Follow the Turnpike to **Exit 7** (Rt. 206 South). Follow **206S** about ¼ mile (stay in left lane). Turn left at traffic light onto **Rt. 68**. Follow Rt. 68 to the entrance to Ft Dix. After the guard house proceed to the traffic circle ¾ around. Just past the golf course turn left onto Rancocas Road. Follow Rancocas Road to Florida Ave. Turn right onto Florida Ave. and follow to the end. Turn left into large parking lot. Once inside the building: climb the main staircase, turn right into West wing of building, turn right at first hallway, and turn right into first office Room B204.



#### **From the South:**

Follow NJ Turnpike north to exit 7 and follow directions above.

## **A. Introduction to the ESB2**

### **From the West:**

Follow Route 537 east to Route 68 traffic light, turn right onto Route 68, proceed south on Route 68 approx 1 mile to traffic light at Saylor's Pond Road, turn left and follow directions in paragraph 1.

### **From the East:**

Follow Interstate 195 west to exit 16 (Great Adventure, Jackson), proceed west on Route 537 (towards Mount Holly) to Route 68, turn left on Route 68, proceed south approx 1 mile to traffic light at Saylor's Pond Road, turn left and follow directions in paragraph 1.

## **5. HOURS OF OPERATION**

The NJARNG Education Center is open, Monday through Friday, 0730-1700 Hrs. Appointments are recommended for soldiers and required for civilians.

## **6. EDUCATION TEAM**



a. LTC Henri Schepens  
Educational Services Officer  
(ESO).

[Henri.Schepens@nj.ngb.army.mil](mailto:Henri.Schepens@nj.ngb.army.mil)  
(609) 562-0654

b. 1LT Benjamin J. Stoner  
Montgomery GI Bill Manager  
[Benjamin.Stoner@nj.ngb.army.mil](mailto:Benjamin.Stoner@nj.ngb.army.mil)  
(609) 562-0975

c. 1LT Alyson L. Beausoleil-Holt  
Federal Tuition Assistance Manager  
[Alyson.BeausoleilHolt@nj.ngb.army.mil](mailto:Alyson.BeausoleilHolt@nj.ngb.army.mil)  
(609) 562-0714

## **7. LATEST EDITION OF THE ESB**

The ESB is published on the NJARNG website at [WWW.NJ.GOV/MILITARY/EDUCATION](http://WWW.NJ.GOV/MILITARY/EDUCATION). For the most up to date version go to the website above and view the ESB or download the Acrobat Version.

## **8. VA WORK STUDY**

a. You may be eligible for an additional allowance under a work-study program. The work-study program allows you to perform work for the NJARNG Education Center in return for an hourly wage. You must be attending school at  $\frac{3}{4}$  or full-time rate under the MGIB. The maximum number of hours you may work is 25 times the number of weeks in your enrollment period. Payments will be at the Federal or State minimum wage, whichever is higher.

b. To apply for the VA Work Study Program, contact the NJARNG Education Center before the start of any semester.

## **9. REFERENCES**

NGB (AR) 600-100

## **10. INPUT DATE**

01 September 2005

## **11. THANKS!**

I would like to thank all soldiers, past and present, who contributed to the creation and editing of this booklet. A special thanks goes to SPC Joseph Grillo, C/1-114<sup>th</sup> Infantry Battalion, whose perseverance and attention to detail resulted in the completion of this project.

## **B. New Jersey National Guard Tuition (Waiver) Program (NJNGTP)**

### **Up to 15 Tuition Free Credits per Semester at 31 Participating State Schools!**

#### **1. OVERVIEW**

a. State Law provides tuition free enrollment in public institutions of higher education for qualifying members of the New Jersey National Guard and qualifying surviving spouses and children of New Jersey National Guard members.

b. The tuition program provides soldiers and airmen the opportunity for professional development by defraying a major portion of tuition costs while serving in the New Jersey Army / Air National Guard.

#### **2. PARTICIPATING STATE SCHOOLS**

1. **Atlantic** Cape Community College
2. **Bergen** Community College
3. **Brookdale** Community College
4. **Burlington** County College
5. **Camden** County College
6. **Cumberland** County College
7. **Essex** County College
8. **Gloucester** County College
9. **Hudson** County Community Col.
10. **New Jersey City** University
11. **Kean** University
12. **Mercer** County Community Col.
13. **Middlesex** County College
14. **Montclair** State University
15. County College of **Morris**
16. **NJ** Institute of Technology
17. **Ocean** County College
18. **Passaic** County Community Col.
19. **Ramapo** College of NJ
20. **Raritan** Valley Community Col.
21. **Richard Stockton** College of NJ
22. **Rowan** University
23. **Rutgers**, The State Univ. of NJ
24. **Salem** Community College
25. **Sussex** County Community Col.
26. The College of New **Jersey**
27. **Thomas Edison** State College
28. **Union** County College
29. Univ. of **Medicine & Dentistry** of **NJ**
30. **Warren** County Community Col.
31. **William Paterson** Univ. of NJ

#### **3. ELIGIBILITY**

a. Any member of the New Jersey National Guard shall be permitted to attend regularly scheduled courses at any public institution of higher education in this State and receive up to 15 credits per semester tuition free provided:

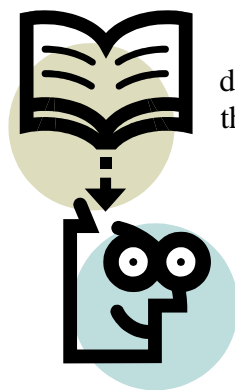
(1) The member has completed Initial Active Duty Training (IADT).

(2) The member is an active drilling member in good standing with the New Jersey National Guard.

(3) The member has been accepted to pursue a course of undergraduate or graduate study and is enrolled as an *undergraduate* or *graduate* student in good standing at that institution.

(4) Each year the member must apply for Financial Aid, either through the institution's Financial Aid Office or online at [WWW.FAFSA.ED.GOV](http://WWW.FAFSA.ED.GOV) to receive all entitled state and federal student grants and scholarships.

b. Any child or surviving spouse of a deceased member of the New Jersey National Guard, who has completed Initial Active Duty Training and was killed in the performance of his or her duties while on Active Duty or killed in the performance of his or her duties while a member of the New Jersey National Guard, shall be permitted to attend regularly scheduled



## **B. New Jersey National Guard Tuition (Waiver) Program (NJNGTP)**

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courses when (3) and (4) apply; and, available classroom space permits and tuition paying students constitute a minimum number required for the course

#### **AGR SPECIFIC INFORMATION**

AGR soldiers are eligible to use the NJNGTP.

#### **4. BENEFITS**

When qualifying criteria is met, the service member, or eligible surviving children or spouse, will be permitted to attend regularly scheduled courses at any New Jersey public institution of higher education and receive *up to 15* credits per semester tuition free.

#### **5. LIMITATIONS**

a. Once accepted, your tuition will be waived; however, you will be required to pay for all other expenses, including lab fees and books.

b. You must contact the Veterans Representative or Financial Aid Office prior to registration. Each college has their own policies and procedures for administering the NJNGTP.

c. If the service member stops drilling, becoming an unsatisfactory member, the commander is to contact the NJARNG Education Center *in writing* and the service member will be dropped from the program.

(1) The service member then becomes responsible for any tuition costs that were waived at their institution.

#### **6. OTHER CONSIDERATIONS**

a. Financial Aid- If financial aid is received by a student in the form of a grant or scholarship, the service member pays for the tuition costs with these funds.

(1) Example: Sergeant P. receives a \$1,000 Pell Grant. His tuition for the Spring Semester is \$750.00. Sergeant P. pays for his tuition cost with the Pell Grant money, and retains the balance.  $\$1,000 - \$750.00 = \$250$

(2) Or, Sergeant P. receives a Pell Grant for \$500.00. His tuition cost for the Spring Semester is \$750.00. Sergeant P. pays for his tuition cost with the \$500.00 and the school waives the balance that is owed.

$\$500.00 - 750.00 = -\$250.00$

b. Academic Standards- Satisfactory academic progress must be maintained. Any student, whether full or part-time, must maintain the grade point average established by the college. These guidelines are published in the Undergraduate Catalog of your educational institution.

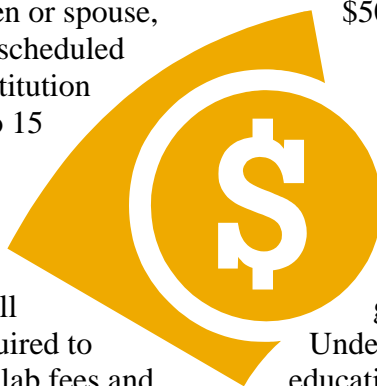
c. Out of County or Out of State Tuition- If eligible for the program all tuition is waived regardless of residency.

**NOTE:** Out of County and Out of State fees are not waived. For Out of County Chargeback assistance, eligible students must submit a claim with their home county college and county treasurer.

d. Additional Degrees- Subsequent *undergraduate* and or *graduate* degrees are authorized if the service member meets the criteria in B.1. paragraph 3.

e. Dropping Courses- You must follow college procedures for dropping courses.

f. Concurrent Use- You can use this program together, with the MGIB if eligible. However, you may not use the NJNGTP with FTA.



## **B. New Jersey National Guard Tuition (Waiver) Program (NJNGTP)**

### **Up to 15 Tuition Free Credits per Semester at 31 Participating State Schools!**

#### **7. HOW TO**

a. Apply to and be accepted by one of the 31 state institutions (See “Applying for Schools”)

b. Apply for Financial Aid either through the institution’s Financial Aid Office or online using the FAFSA.

c. Register for classes at accepting institution.

d. Obtain a Commander’s Certificate of Eligibility (with control # and Commander’s signature) (NJDMAVA Form 621-2) from your unit’s full time administrator.

e. Bring Commander’s Certificate of Eligibility to your institution and follow institutional policies and procedures.

#### **8. REFERENCES**

a. NJ Statutes Annotated: 18A:62-24; 18A:62-25

b. NJDMAVA Form 621-2 Commander’s Certificate of Eligibility,

c. NJDMAVA Form 621-1-R NJNGTP Statement of Understanding

d. Free Application for Federal Student Aid or the Renewal Application (FAFSA)

#### **9. INPUT DATE**

01 September 2005





# NEW JERSEY NATIONAL GUARD TUITION PROGRAM (NJNGTP)

## STATEMENT OF UNDERSTANDING

This form is subject to the Privacy Act of 1974

### PRIVACY ACT STATEMENT

**AUTHORITY:** N.J.S.A. 18A:62-23, 18A:62-24, 18A:62-25, 18A:62-26, 18A:62-27.  
**PRINCIPLE PURPOSE:** Enrollment of NJ National Guard service members in the NJNGTP and ensure that your knowledge of these conditions is a matter of record.  
**ROUTINE USES:** To provide information on program eligibility and entitlement under the NJNGTP.  
**DISCLOSURE:** Voluntary. Disclosure of SSN is voluntary. However, this form will not be processed without the service member's SSN.  
**INSTRUCTIONS:** Read this Statement of Understanding and complete Section I and VI.

### SECTION I - SERVICE MEMBER DATA

NAME: (Print) Last, First, Middle Initial	RANK	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit of Assignment	Unit Location (City)	Unit Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

### SECTION II - GENERAL

1. State Law provides tuition free education in public institutions of higher education for certain members of the New Jersey National Guard and certain surviving spouses and children of New Jersey National Guard members. The tuition program provides service members the opportunity for professional development by defraying a major portion of college education expenses while serving in the New Jersey National Guard.
2. The NJNGTP Commander's Certificate of Eligibility (NJDMAVA Form 621-2-R) certifies your compliance with this program and is to be given to the Financial Aid Office or Veterans Service Coordinator at your school, whichever is applicable.
3. The NJDMAVA Form 621-2-R is required to be submitted each semester in which the service member requests enrollment in the NJNGTP.
4. The NJDMAVA Form 621-2-R expires 60 days from the date of signature.

### SECTION III - CRITERIA

1. Any member of the New Jersey National Guard shall be permitted to attend regularly scheduled courses at any public institution of higher education in this State and receive up to 15 credits per semester tuition free provided that:
  - a. The member has completed Initial Active Duty Training (IADT).
  - b. The member is in good standing as an active member of the New Jersey National Guard.
  - c. The member has been accepted to pursue a course of undergraduate study and is enrolled as an undergraduate student in good standing at that institution or a course of graduate study and is enrolled as a graduate student in good standing at that institution.
  - d. Each year the member must apply, through the Financial Aid Office of the institution, for all available state and federal student grants and scholarships for which the member may be eligible to receive.
2. Any child or surviving spouse of a deceased member of the New Jersey National Guard who completed Initial Active Duty Training and was killed in the performance of his or her duties while on Active Duty or killed in the performance of his or her duties while a member of the New Jersey National Guard, shall be permitted to attend regularly scheduled courses when c and d above apply; and available classroom space permits and tuition paying students constitute the minimum number required for the course.

SERVICE MEMBER NAME: (Print) Last, First, Middle Initial

SSN

#### SECTION IV - BENEFITS

When qualifying criteria is met, the service member, or eligible child or surviving spouse, will be permitted to attend regularly schedule courses at any New Jersey public institution of higher education and receive up to 15 credits per semester tuition free.

#### SECTION V – LIMITATIONS

1. Should you be accepted into a course, or courses, your tuition will be waived; however, you will be required to pay for all other fees, including lab fees and books.
2. You must contact the Financial Aid Office or Veterans Services Coordinator prior to registration. Each college has their own policies and procedures for administering the NJNGTP.

#### SECTION VI – STATEMENT OF UNDERSTANDING

I have read and understand this Statement of Understanding. I further understand that the definition of “a member in good standing” is attendance at all scheduled unit training assemblies and annual training periods and not currently the subject of any adverse actions under the provisions of any Army, Air Force or National Guard regulations.

I understand that if I fail to maintain my status as an active member of the New Jersey National Guard in good standing, each institution of higher education that has provided tuition-free credits to me pursuant to N.J.S.A. 18A: 62-24, will be notified of my change in status and will hold me financially liable for the value of any credits awarded and unpaid tuition during my current term of contracted NJNG service.

\_\_\_\_\_  
SIGNATURE OF SERVICE MEMBER

\_\_\_\_\_  
DATE

#### DISTRIBUTION:

Service Member / College - **Original – 1**

Unit of Assignment - **Copy - 1**

NJ Army National Guard Education Center - **Copy – 1**

Proponent: NJ Army National Guard Education Center  
3650 Saylor's Pond Road  
Fort Dix, New Jersey 08640

TEL: (609) 562-0975  
FAX: (609) 562-0201

<http://www.nj.gov/military/education>

## C. Montgomery GI Bill

### 1. Active Duty (MGIB-AD) - Chapter 30

#### 1. OVERVIEW

a. The MGIB-AD Chap. 30 is an educational assistance program enacted by Congress to attract high quality men and women in the Armed Forces. The program is administered by the VA (Veterans Affairs). It provides education and training opportunities to eligible persons.

b. Benefits for the MGIB-AD end 10 years from the date of your *last discharge* or release from active duty.

c. You are eligible for 36 months of entitlements. You may receive a maximum of 48 months of entitlements under more than one VA educational program. i.e. MGIB-AD and MGIB-SR

d. You can concurrently use Federal Tuition Assistance (FTA) with the MGIB-AD.

#### 2. ELIGIBILITY

Eligibility for the MGIB-AD is established through the following requirements:

a. The use of the MGIB-AD after separation from active duty requires that:

(1) You must have served three continuous years of active duty.

(2) You served two continuous years of active duty if:

(a) You were first enlisted for two years of active duty.

(b) You have an obligation to serve four years in the Selected Reserve (the 2 X 4 program). You must enter the Selected Reserve within one year of your release from active duty.

b. Character of Discharge- after separation from active duty, your discharge must be “**honorable**”.

**NOTE:** Discharges stating “**under honorable conditions**” and “**general**” will not establish eligibility for MGIB-AD.

c. In order to use the MGIB-AD after separation from active duty, you must have or obtain a high school diploma or equivalency certificate before you apply for benefits. The completion of 12 semester hours toward a college degree before you apply for benefits also meets this requirement.

#### AGR SPECIFIC INFORMATION

a. AGR soldiers serving on their first active duty tour may be eligible to sign up for the MGIB-AD. For more information contact the NJARNG Education Center’s MGIB Manager.

#### 3. BENEFITS

a. Benefits under the MGIB-AD will be provided for the pursuit of most undergraduate, vocational / technical,

## C. Montgomery GI Bill

### 1. Active Duty (MGIB-AD) - Chapter 30

cooperative training, apprenticeship or on-job training (OJT) offered by a company, correspondence courses, independent study, and graduate schools *that are approved by the Department of Veterans Affairs (VA)*. The VA will certify the individual as full-time, three quarter (3/4), one-half (1/2), or less than one-half time.

b. Entitlement rates depend upon the time the soldier spent on active duty.

c. For those soldiers having served *three years or more* the following rates apply for FY 06:

#### (1) Institutional Training:

(a) **\$ 1,034.00** per month of full-time enrollment.

(b) **\$ 775.50** per month of  $\frac{3}{4}$  time enrollment

(c) **\$ 517.00** per month of  $\frac{1}{2}$  time enrollment

(d) **\$ 517.00\*** per month of less than  $\frac{1}{2}$  time enrollment but more than  $\frac{1}{4}$  time enrollment

(e) **\$ 258.50\*** per month of  $\frac{1}{4}$  time or less of enrollment

**\*NOTE:** Amount paid cannot exceed above stated amount and is for tuition and fees only.

(2) OJT Training and Apprenticeship, for amounts and further information consult Chap. C. 5. 1.

(3) Correspondence and Flight Training is paid at the rate of one month for each **\$1034.00** paid.

(4) Cooperative Training is paid at the full-time rate of **\$ 1,034.00**

d. The maximum monthly benefit for a soldier having served three years or more on active duty under the MGIB-AD Chap. 30 is **\$1,034.00** per month for *full-time* status for a total of 36 *months* of entitlements. The total benefit equals out to **\$37,224** (FY 06) over a 10 year period from the date of separation from active duty.

e. For those soldiers having completed *less than three years*, the following rates apply for FY 06:

#### (1) Institutional Training:

(a) **\$ 840.00** per month of full-time enrollment.

(b) **\$ 630.00** per month of  $\frac{3}{4}$  time enrollment

(c) **\$ 420.00** per month of  $\frac{1}{2}$  time enrollment

(d) **\$ 420.00\*** per month of less than  $\frac{1}{2}$  time enrollment but more than  $\frac{1}{4}$  time enrollment

(e) **\$ 210.00\*** per month of  $\frac{1}{4}$  time or less of enrollment

**\*NOTE:** Amount paid cannot exceed above stated amount and is for tuition and fees only.

(2) Apprenticeship and OJT Training, for amounts and further information consult Chap. C. 5. 1.

(3) Correspondence and Flight Training is paid at the rate of one month for each **\$ 840.00** paid.

(4) Cooperative Training is paid at the full-time rate of **\$ 840.00**

## C. Montgomery GI Bill

### 1. Active Duty (MGIB-AD) - Chapter 30

f. The maximum monthly benefit for a soldier having served less than three years on active duty under MGIB-AD Chap. 30 is **\$840.00** per month for *full-time* status for 36 *months* of entitlements. The total benefit equals out to a total of **\$30,240** (FY 06) over a 10 year period from the date of separation from active duty.

#### 4. HOW TO

a. Call the VA at 1-888-GI BILL-1, to verify if the school is approved for educational benefits. Upon enrolling at your desired institution contact your school's VA Representative.

b. The VA Representative should help you to complete a VA Form 22-1990, "Application for VA Education Benefits" and VA Form 22-1999 "Certification of Enrollment". Your schools VA Rep. should submit both forms to the VA Regional office for processing.

c. If it is the first time applying for MGIB-AD benefits initial claims processing takes approximately 2-3 months after documents are received at the VA Regional Office. After which the soldier will receive a letter explaining entitlements. The VA will send a check or direct deposit within 10 days. The VA will send a check / direct deposit to you at the beginning of each month. If you have problems with your checks not arriving, or late payments, contact the VA @ 1-888-GI BILL-1.

d. After your initial payment of education benefits, to receive monthly payments you must, at the end of each month, notify the VA that your enrollment status has not changed. This can be done by either going to the VA website at:

[WWW.GIBILL.VA.GOV](http://WWW.GIBILL.VA.GOV) and using the Internet Verification program (WAVE) or by calling telephone 1-877-823-2378

#### 5. PAYMENTS WHEN A VA REPRESENTATIVE IS NOT AVAILABLE

Correspondence, Vocational / Technical, Apprenticeships, and On -The -Job Training.

a. Soldiers taking correspondence courses will receive a certification of courses completed each quarter. Enter the number of courses completed during that quarter, and send the certification form to the school to verify the number of lessons that were provided. Upon completion the school will submit the completed certification form to the VA office to be processed for payment.

b. If you are attending a vocational or technical school, you will receive a monthly verification form, which must be signed, verified and returned to:

Department of Veterans Affairs  
P.O. Box 4616  
Buffalo, NY 14240-4616

The VA will process the certification, and release the payment to you.

c. Soldiers in apprenticeships or OJT programs consult Chap. C. 5. for more information.

#### 6. EXPIRATION

a. Education benefits under the MGIB-AD Chap. 30 end ten years from date of your discharge / or latest release from active duty.

## **C. Montgomery GI Bill**

### **1. Active Duty (MGIB-AD) - Chapter 30**

b. Soldiers deployed for more than 90 days on active duty who had previously run out of time to use their MGIB-AD Chap. 30 benefit but still have months of entitlements left to use will receive a new expiration date 10 years from their release from active duty.

### **7. REFERENCES**

a. VA Pamphlet 22-90-2

b. [WWW.GIBILL.VA.GOV](http://WWW.GIBILL.VA.GOV)

### **8. INPUT DATE**

01 October 2005

## C. Montgomery GI Bill

### 2. Chapter 1606 Selected Reserve

#### 1. OVERVIEW

a. The Montgomery GI Bill – Selective Reserve, (MGIB-SR), was enacted by Congress on 1 July 1985, as an educational benefit to promote enlistment, and increase the education level of the soldiers in the Selected Reserves.

b. Originally its benefits only covered education through the Baccalaureate level. Effective 10 November 1993, Congress amended Chapter 1606 benefits, to also include multiple Baccalaureate degrees, Graduate level degrees, vocational / technical, flight training (above a private pilot's license) and remedial classes. These additional training programs are known as the New Enhancement Benefits.

c. The MGIB-SR Date of Basic Eligibility is like a birth date. Once a service member becomes eligible for the program, the date *never* changes. When eligibility criteria are met, a delimiting period (expiration date) is established and the service member has 14 years to use the program.

**NOTE:** Soldiers who established a Date of Basic Eligibility before 1 Oct 1992 had a delimiting period of 10 years to use their MGIB-SR benefits.

d. You are eligible for 36 full time months of entitlements. You may receive a maximum of 48 months of entitlements under more than one VA education program.

e. You can concurrently use Federal Tuition Assistance (FTA) with the MGIB-SR.

#### 2. ELIGIBILITY

You automatically become eligible for MGIB-SR benefits, when you:

a. Have a six-year active drilling obligation to serve in the Selected Reserve. (If you are an officer, you must agree to serve six years actively drilling in addition to your current obligation unless you were eligible prior to your commissioning) and,

b. Complete Initial Active Duty Training (IADT) and,

c. Meet the requirements to receive a high school diploma or equivalency (i.e. GED).

d. Serve in an active drilling status in a Selected Reserve unit and remain in good standing (no AWOLs).

#### 3. BENEFITS

a. Benefits under the MGIB-SR will be provided for the pursuit of most undergraduate, vocational / technical, cooperative training, apprenticeship or on-job training (OJT) offered by a company, Correspondence courses, independent study, and graduate schools *that are approved by the Department of Veterans Affairs (VA)*. The VA will certify the individual as a full-time, three quarter (3/4), one-half (1/2), or less than one-half time.



## C. Montgomery GI Bill

### 2. Chapter 1606 Selected Reserve

(1) Institutional Training (rates effective 1 Oct 05):



- (a) **\$297.00** per month of full-time enrollment.
- (b) **\$222.75** per month of  $\frac{3}{4}$  time enrollment.
- (c) **\$148.50** per month of  $\frac{1}{2}$  time enrollment.
- (d) **\$74.25** per month of less than  $\frac{1}{2}$  time enrollment.

b. If you take cooperative training, you will receive **\$288.00** per month. Cooperative training is full-time only.

c. If you take a correspondence course, the entitlement will be charged at the rate of one month for each **\$297.00** paid (55% of the approved charges for the course).

d. If training is entirely an independent study, the payment will be less than the half-time rate.

e. Apprenticeship and OJT will be:

(1) **\$252.45** monthly for first six months.

(2) **\$193.05** monthly for the second six months.

(3) **\$ 133.65** monthly for the remainder of the program.

f. If training is flight training the entitlement will be charged at the rate of one month for each **\$297.00** paid (60% of approved charges for the course).

g. The maximum monthly benefit is **\$297.00** per month for a total of 36 months based on *full-time* status. The

maximum that the GI Bill Chapter 1606 benefit will pay is **\$10,692** (FY 06) over a 14 year period from the date of basic eligibility.

h. Your benefits may be used in all of the preceding fashions as long as the maximum value of entitlements (36 months of full-time benefits) is not exceeded.

### 4. HOW TO

a. Read, understand and complete DA Form 5435-R, Statement of Understanding Selected Reserve Educational Assistance Program, FEB 96, Page\*\* This document is signed and completed on the day of enlistment with your recruiter and is posted in your 201 file that ensures knowledge of the conditions is a matter of record.

b. When eligibility criteria are met (6 year contract, IADT completion, H.S. Diploma), contact your unit administrator and complete a NJDMAVA Form 603, Request for DD Form 2384, (Montgomery GI Bill – Selected Reserve (MGIB-SR) Chapter 1606), Notice of Basic Eligibility, (NOBE), Page\*\*

c. Send completed NJDMAVA Form 603 to the NJARNG Education Center for processing to:

Joint Force Headquarters New Jersey  
2<sup>nd</sup> Floor  
BLDG 3650 Saylors Pond Road  
Fort Dix, New Jersey 08640-7600  
Fax # (609)-562-0201

d. Once your application for benefits has been approved, two copies of



## C. Montgomery GI Bill

### 2. Chapter 1606 Selected Reserve

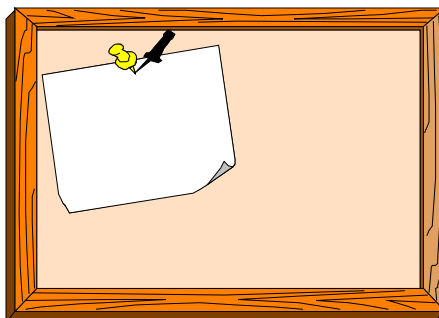
the DD Form 2384, NOBE, will be sent to the soldier's HOR with a cover memorandum. The soldier signs both copies.

e. Distribution of NOBE (DD 2384): One copy will be signed and retained by the soldier. One copy will be signed and taken by the soldier to their institution's Veterans Representative or retained for later use. Two unsigned copies will be sent to the unit of assignment to be signed by the soldier. The unit will retain one signed copy post it in the soldier's unit training file. The other copy will be sent to the Education Center to be posted in the soldiers 201 file as a matter of record.

f. If the NJDMAVA 603 application is denied, a memorandum will be sent to the soldier's unit explaining the reason. The error must be corrected, if there is an error, then reapply.

g. Soldiers must attend a VA approved school in order to use MGIB-SR benefits.

h. Call the VA at 1-888-GI BILL-1, to verify if the school is approved for educational benefits. When the soldier enrolls, s/he must present the original copy of DD Form 2384 to the VA representative (VA Rep) at the institution. The VA Rep will assist you in filling out a VA Form 22-1990 "Application for VA Education Benefits" Page \*\*The VA Rep will complete a VA Form 22-1999 "Enrollment Certification" Page \*\* and send all three documents to the VA Regional Office in Buffalo, NY.



i. If it is the first time applying for MGIB-SR benefits initial claims processing takes approximately 2-3 months after documents are received at the VA Regional Office. Once approved, the soldier will receive a letter explaining entitlements. The VA will send a check or direct deposit within 10 days of receipt. The VA will send a check / direct deposit to you at the beginning of each month. If you have problems with your checks not arriving, or late payments, contact the VA @ 1-888-GI BILL-1.

j. Officers. In addition to the above procedures, officers who were never eligible as an enlisted soldier (see eligibility criteria in Paragraph. 2) must fill out a DA Form 5447-R (FEB 96) Officer Service Agreement Selected Reserve Educational Assistance Program (Page\*\*). This form is to be sent to the NJARNG MGIB manager, who will update MGIB eligibility in SIDPERS and then post in the officer's 201 file as a matter of record.

k. After your initial payment of education benefits, to receive monthly payments you must, at the end of each month, notify the VA that your enrollment status has not changed. This can be done by either going to the VA website at: [WWW.GIBILL.VA.GOV](http://WWW.GIBILL.VA.GOV) and using the Internet Verification program (WAVE) or by calling telephone 1-877-823-2378

## C. Montgomery GI Bill

### 2. Chapter 1606 Selected Reserve

#### 5. PAYMENTS WHEN A VA REPRESENTATIVE IS NOT AVAILABLE

##### Correspondence, Vocational / Technical, Apprenticeships, and On -The -Job Training.

a. Soldiers taking correspondence courses will receive a certification of courses completed each quarter. Enter the number of courses completed during that quarter, and send the certification form to the school to verify the number of lessons that were serviced. The school will release the completed certification form to the VA office to be processed for payments.

b. If you are attending a vocational / technical school, you will receive a monthly verification form. Sign this verification form to indicate that you are still in school, and return it to:

Department of Veterans Affairs  
P.O. Box 4616  
Buffalo, NY 14240-4616

The VA will process the certification, and release the payment to you.

c. Soldiers in apprenticeships or On-The-Job-Training programs, will receive a monthly certification form, to record the hours worked during that month. Sign, and give the certification form to the certifying official of the company or union. The official must then complete the certification and return it to the address in 5b.

#### 6. CHANGES IN STATUS

##### a. Transfers.

(1) When an individual (officer or enlisted) transfers into the New Jersey Army National Guard, his or her MGIB-SR status **MUST** be entered into the SIDPERS data base ASAP. SIDPERS personnel will enter this information if the DA Form 2384 is in the accession packet; or stated on the Personnel Qualification Record (PQR).

(2) It is *imperative* that the unit administrator verifies the transferred soldier's MGIB-SR status with SIDPERS as soon as possible.

(3) **The VA will stop educational payments if the SIDPERS data base is not updated.** The losing, out of state, organization reports that the soldier is discharged from their state. The VA computer is updated from this information. The gaining unit / state must pick up the MGIB status in order for the soldier's benefits to continue and to update the VA computer.

b. Enlisted to Officer. When an enlisted soldier becomes a Warrant Officer or Commissioned Officer, they are discharged from the NJARNG as an enlisted soldier and picked up again as an officer on the following day. SIDPERS must reenter (transfer) the MGIB information when the officers' automated records are created.

#### 7. TERMINATION / EXPIRATION

a. Eligibility will be permanently terminated when an individual is voluntarily discharged from the Selected

## C. Montgomery GI Bill

### 2. Chapter 1606 Selected Reserve

Reserve (Example: Individual is discharged to take a voluntary assignment in the Regular Army).

b. Permanent termination can occur if a soldier becomes an unsatisfactory participant (receives a total of nine AWOLs).

c. If a soldier stops drilling, the commander is to contact the NJARNG Education Center, *in writing*, and the soldier will be dropped from the program.

**Warning: Once the soldier is terminated she/he cannot be reinstated.**

d. Permanent termination occurs when a service member is discharged from the Selective Reserve (any service) for Unsatisfactory Participation. Eligibility, once established cannot be regained, even if the individual reenlists in the Army National Guard for six years.

e. An individual may be transferred to the ING or IRR for a period not to exceed one year or three years in the case of missionary service (these periods of inactive status are considered “authorized non-availability”).

f. Eligibility may be regained if a soldier, in this case, returns to drilling status within the time allowed and extends for the time spent in the inactive status.

g. Entitlement to unused benefits will normally expire on the earlier of the following two dates

(1) The 14<sup>th</sup> anniversary of eligibility to benefits. (*The 14 year eligibility period begins when an individual first becomes eligible, not when benefits are first used.*)

(2) On the date of separation from the Selected Reserve (except if separated for a disability due to no fault of the soldier in which case benefits are retained for the entire 14 year period).

(3) **Exception.** ARNG soldiers who are eligible for the MGIB-SR who are federally mobilized for 1 day or more will get the period of the mobilization plus 4 months added to their MGIB-SR benefit after the mobilization. To get the additional time added, soldiers must send a copy of their DD Form 214 to their Department of Veteran’s Administration (DVA) Regional Processing Office (RPO)

Department of Veterans Affairs  
P.O. Box 4616  
Buffalo, NY 14240-4616

and request a determination of their new eligibility period.

### 8. VA DISAGREEMENTS

a. If you receive a letter from the Department of Veterans Affairs (VA), informing you that you are not eligible for benefits, you must *correct the error cited in the letter*. Usually, there is an error in the SIDPERS database. After the SIDPERS system is corrected, the VA computers get updated. (This could take up to 90 days).

b. You may appeal VA decisions on education benefits. You must file an appeal within one year of the date you receive notice of a decision. Each notice of decision issued by the VA contains your legal rights and appeal procedures.

## **C. Montgomery GI Bill**

### **2. Chapter 1606 Selected Reserve**

#### **9. REFERENCES**

a. VA Pamphlet 22-90-3

b. [WWW.GIBILL.VA.GOV](http://WWW.GIBILL.VA.GOV)

#### **10. INPUT DATE**

01 September 2005

#### **ATTACH**

\*\*VA Form 22-1990\*\*

\*\* VA Form 22-1999\*\*

\*\* DD 2384 (NOBE)\*\*

\*\* DA Form 5447-R (FEB 96)\*\*

\*\* NJDMAVA Form 603\*\*

## **C. Montgomery GI Bill**

### **3. Reserve Educational Assistance Program (MGIB-REAP)**

#### **Chapter 1607**

##### **1. OVERVIEW**

a. The Montgomery GI Bill Reserve Educational Assistance Program (MGIB-REAP), was signed into law on October 28<sup>th</sup>, 2004.

b. The purpose the MGIB-REAP is to provide educational assistance to members of the reserve components called or ordered to active service in response to a war or national emergency declared by the President or the Congress, in order to recognize the sacrifices that those members make in answering the call to duty.

c. Unlike MGIB-SR which has a 14 year time limit in which to use the entitlement, the MGIB-REAP has no time period in which the soldier has to use the program. NOTE: If you are separated from the Ready Reserve for a disability which was not the result of your own willful misconduct, you are entitled to MGIB-REAP benefits for 10-years after the date of entitlement.

d. You may be eligible for up to 36 months of entitlements. You may receive a maximum of 48 months of entitlements under more than one VA education program.

e. You can concurrently use Federal Tuition Assistance (FTA) with the MGIB-REAP.

##### **2. ELIGIBILITY**

a. Eligibility for requirements for the MGIB-REAP are satisfied if:

(1) The soldier on or after September 11<sup>th</sup>, 2001, served on active duty in support of a contingency operation for 90 consecutive days or more.

(2) ARNG soldiers who performed a full time National Guard duty under section 502(f) of title 32 for 90 consecutive when authorized by the President or Secretary of Defense for a national emergency and supported by federal funds.

/ technical, cooperative training, apprenticeship or job training offered by a company, correspondence courses, independent study, and graduate schools *that are approved by the Department of Veterans Affairs (VA).*



b. Current rates for the MGIB-REAP Chap. 1607 are based off a percentage of the three-year rate of the MGIB-AD Chap. 30. The rate of payment to a soldier eligible for the MGIB-REAP is contingent upon the amount of time served on active duty, the following percentages apply:

(1) 40 % for those soldiers having served 90 days but less than one year.

(2) 60% for those soldiers having served one year but less than two years.

##### **3. BENEFITS**

a. Benefits will be provided for the pursuit of most undergraduate, vocational

## C. Montgomery GI Bill

### 3. Reserve Educational Assistance Program (MGIB-REAP) Chapter 1607

(3) 80% for those soldiers having served two years or more.

c. **NOTE:** for MGIB-REAP rates having to deal with vocational / technical, cooperative training, apprenticeship or job training offered by a company, correspondence courses and independent study, please contact for current rates at:

(1) Telephone: 1-888-GI BILL-1;  
or,

(2) At the MGIB website:  
[WWW.GIBILL.VA.GOV](http://WWW.GIBILL.VA.GOV)

d. Your benefit can be used for all VA approved schools and programs as long as the maximum value of entitlements (36 months of full-time benefits) is not exceeded.

#### 4. HOW TO

The application process is as follows for soldier's wishing to utilize their MGIB-REAP Chap. 1607 entitlement:

a. If the soldier has never submitted an Education Claim to the VA, the soldier must:

(1) Submit an **Application for VA Education Benefits (VA Form 22-1990)** (Page\*\*) and submit any available documents such as your Discharge from Military Service (DD Form 214), copies of orders to active duty and any other documents that serve as evidence of qualifying service. **NOTE:** The soldier

should Annotate "*Chapter 1607*" **prominently** on all correspondence and documents.

b. If the soldier has previously filed a claim for Education benefits, the soldier must:

(1) A new application form is not required. However, you should submit any available documents such as your Discharge from Military Service (DD Form 214), copies of orders to active duty and any other documentation that serves as evidence of qualifying service to help establish eligibility for this program. You should also submit a **Request for Change of Program or Place of Training (VA form 22-1995)** (Page \*\*) which should be annotated "*1607.*" **NOTE:** **NOTE:** The soldier should Annotate "*Chapter 1607*" **prominently** on all correspondence and documents.

#### 5. PAYMENTS WHEN A VA REPRESENTATIVE IS NOT AVAILABLE

Correspondence, Vocational / Technical, Apprenticeships, and On -The -Job Training.

a. Soldiers taking correspondence courses will receive a certification of courses completed each quarter. Enter the number of courses completed during that quarter, and send the certification form to the school to verify the number of lessons that were serviced. The school will release the completed certification form to the VA office to be processed for payments.



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### 3. Reserve Educational Assistance Program (MGIB-REAP) Chapter 1607

b. If you are attending a vocational / technical school, you will receive a monthly verification form. Sign this verification form to indicate that you are still in school, and return it to:

Department of Veterans Affairs  
P.O. Box 4616  
Buffalo, NY 14240-4616

The VA will process the certification, and release the payment to you.

c. Soldiers in apprenticeships or On-The-Job-Training programs, will receive a monthly certification form, to record the hours worked during that month. Sign, and give the certification form to the certifying official for the company or union. The official must then complete the certification and return it to the address in 5b.

#### 6. **TERMINATION / EXPIRATION**

a. Eligibility will be permanently terminated when a individual is voluntarily discharged from the Selected Reserve (Example: Individual is discharged to take a voluntary assignment in the Regular Army).

b. Permanent termination can occur if a soldier becomes an unsatisfactory participant (receives a total of nine AWOLs).

c. If a soldier stops drilling, the commander is to contact the NJARNG Education Center, *in writing*, and the soldier will be dropped from the program.  
**Warning: Once the soldier is terminated she/he cannot be reinstated.**

d. Permanent termination occurs when a service member is discharged from the Selective Reserve (any service) for Unsatisfactory Participation.

**NOTE: Eligibility cannot be regained, even if the individual reenlists in the Army National Guard for six years.**

e. An individual may be transferred to the ING or IRR for a period not to exceed one year or three years in the case of missionary service (these periods of inactive status are considered “authorized non-availability”).

#### 7. **VA DISAGREEMENTS**

a. If you receive a letter from the Department of Veterans Affairs (VA), informing you that you are not eligible for benefits, you must *correct the error cited in the letter*. Usually, the VA is missing paperwork required to establish your eligibility, or certification from the institution you are attending. Work together with the VA rep. at your institution to resolve these issues with the VA regarding Chapter 1607

b. You may appeal VA decisions on education benefits. You must file an appeal within **one year** of the date you receive notice of a decision. Each notice of decision issued by the VA contains your legal rights and appeal procedures.

#### 8. **REFERENCES**

a. [WWW.GIBILL.VA.GOV](http://WWW.GIBILL.VA.GOV)

#### 9. **INPUT DATE**

01 September 2005



## C. Montgomery GI Bill

### 4. MGIB-SR Kickers

#### 1. OVERVIEW

a. The purpose of the MGIB-SR Kicker is to encourage the enlistment and retention of quality applicants / soldiers into critical skills or units. The MGIB-SR Kicker is an incentive not an entitlement. Applicants / soldiers must apply and meet eligibility criteria to receive this incentive.

#### 2. BASIC ELIGIBILITY

a. In order to qualify for the MGIB Kicker, each applicant must be eligible to receive educational assistance under the Selected Reserve (MGIB-SR) (Chap. C. 2.) or the MGIB-Active Duty (MGIB-AD) (Chap. C. 1.) and meet the following basic criteria:

(1) Obligation- Soldiers must enlist / reenlist and remain in the ARNG for a period of six (6) years or extend their current enlistment in the ARNG to have six (6) years remaining from the date of extension.

(2) Position- The soldier must be assigned to a valid, Modified Table of Organization and Equipment (MTOE) position vacancy. Table of Distribution and Allowance (TDA) units are not authorized the MGIB Kicker

(3) Education- The soldier must possess a high school diploma or its equivalency (GED).

(4) Training-

(a) Enlisted soldiers- must complete the Initial Active Duty Training (IADT) including Basic Combat Training (BCT) and Advanced Individual Training

(AIT) or its equivalent period required for their position.

(b) Officers- must complete BCT and AIT or an Officer Basic Course (OBC).

(5) Specific Criteria- In addition to the basic criteria, applicants / soldiers must also meet the specific criteria for their MGIB Kicker category as specified below.

#### 3. MGIB KICKER CATEGORIES

a. MGIB Non-Prior Service Enlisted (NPS) Kicker, for soldiers who have never completed IADT

(1) Kicker Amount- \$200

(2) Eligibility Criteria-

(a) The Soldier must enlist in a critical Military Occupational Skill (MOS) approved by National Guard Bureau (NGB-ARM) in any MTOE unit in the ARNG.

(b) Score a 50 or higher, (Test Score Category I-III A), on the Armed Services Vocational Aptitude Battery (ASVAB).

**NOTE:** Glossary NPS (soldiers who in the past failed to complete BT and/or AIT) applicants are eligible to receive the MGIB Kicker.





## C. Montgomery GI Bill

### 4. MGIB-SR Kickers

b. MGIB Prior Service Enlisted (PS) Kicker, for soldiers with prior military service

(1) Kicker Amount- **\$200**

(2) Eligibility Criteria-

(a) The soldier must enlist in any MOS in any MTOE unit in the ARNG. Must be qualified in the MOS for which they enlist and have the skill level 1 or 2 (Sergeant E-5 or below).

(b) Be currently serving on active duty or enlist no later than 30 days after Expiration Term of Service (ETS).

**NOTE:** PS soldiers who enlist in the ARNG more than 30 days after ETS qualify for the MGIB Kicker only if they have completed their Military Service Obligation (MSO) and have less than 14 years of total military service at the time of enlistment.

c. MGIB 3+ Years in ARNG Kicker, for soldiers currently serving in the ARNG

(1) Kicker Amount- **\$200**

(2) Eligibility Criteria-

(a) Soldiers must reenlist or extend in any MOS in any MTOE unit in the ARNG. Must be qualified in the MOS for which they enlist and have a skill level 1 or 2 (Sergeant E-5 or below).

(2) Served the past three consecutive years in an active drilling status and in good standing in the ARNG without a break in service (Inactive National Guard (ING) constitutes a break).

(3) Current ARNG Officers 1<sup>st</sup> or 2<sup>nd</sup> Lieutenant's who have not yet obtained a Baccalaureate Degree are also eligible under this category. These soldiers are not required to have served three consecutive years in the ARNG.

**NOTE:** Current ARNG soldiers who meet the criteria listed above may reenlist / extend for the MGIB Kicker at **'anytime'** during their enlistment; therefore they do not have to wait until they are within 90 days of their current enlistment.

d. MGIB Commissioning Program Kicker, for all **Officer Candidates (OCs), Warrant Officer Candidates (WOCs) and Simultaneous Membership Program (SMP)** in any MTOE unit who hold a MOS and meet the following criteria may reenlist/extend for the MGIB Kicker

(1) Kicker Amount- **\$350**

(2) Eligibility Criteria-

(a) State Officer Candidate School (OCS). Officer Candidates are eligible to extend their enlistment and sign a MGIB Kicker contract after completing Phase I (the first 2 week training period) of the State OCS Program.

(b) Newly appointed Second Lieutenants are eligible to sign a **\$350** MGIB Kicker contract up to 90 days after accepting their commission in the ARNG. OCS graduates who apply for the MGIB Kicker after 90 days from course completion will be categorized as a '3+Years in ARNG' as identified in paragraph c above.

(c) Warrant Officer Candidate School (WOCS). Warrant Officer Candidates are eligible to extend their

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### 4. MGIB-SR Kickers

enlistment and sign a MGIB Kicker contract after they have been appointed on orders as a Warrant Officer Candidate.

(d) Simultaneous Membership Program (SMP) participants who are enrolled in the Reserve Officer Training Corps (ROTC) Advanced Course (usually MS III or IV), are eligible to sign a MGIB Kicker contract effective the date of the SMP Agreement (NGB Form 594-1) and the ROTC Advanced Course Contract (DA Form 597-3) have been signed, whichever is later.

#### 4. MOS AND MTOE UNIT ELIGIBILITY

a. Eligible MOS and MTOE Units that are eligible for the MGIB Kicker change on a frequent basis.

b. In order to determine the current MOS and MTOE Units that are eligible for the MGIB Kicker refer to the SRIP Notes published by the Incentive Manager.

#### 5. HOW TO APPLY FOR THE MGIB KICKER

a. The soldier should Call 1-888-GI-BILL-1 in order to verify their MGIB-SR or MGIB-AD Eligibility and remaining Entitlements under either chapter.

b. The soldier must complete an ARNG MGIB Kicker Contract (NGB Form 5435-R dated 1OCT02) which is available from your unit, RRNCO or State MGIB Manager / ESO

c. The soldier should complete an Oath of Extension of Enlistment or

Reenlistment (DA 4836) signed and dated with the same date as the Kicker Contract (New ETS date must be at least 6 years from the contract signed)

**NOTE:** Authority and Reason for this Extension **must read:**

NGR (AR) 600-200, Para 7-7, Table 7-1, Rule F(5)

d. The soldier must submit his/her extension thru the normal channels to G1-DPCS-PSB

e. A copy of the soldier's Kicker Contract and Extension to the NJARNG Education Office for that assignment of a Kicker Control# (Fax or Mail)

f. The soldier should submit a copy of the Kicker contract (with Kicker Control#), VA Form 22-1990 Page \*\* and NOBE (DD-2384) page \*\*to your VA Regional Processing Office (RPO) located at:



Department of Veterans Affairs  
P.O. Box 4616  
Buffalo, NY 14240-4616

8. The soldier will verify the enrollment status at the institution or place of training each month using the VA web site or automated telephone system in order to continue receiving benefits.

#### 6. SUSPENSION, TERMINATION AND RECOUPMENT

In accordance with Title10 USC, Chapter 1606, Section 16135, ARNG soldiers who fail to fulfill the contractual obligation that entitled them to the MGIB kicker will

## C. Montgomery GI Bill

### 4. MGIB-SR Kickers

be have a portion of their MGIB kicker incentive recouped. In addition, should any of the following conditions occur **before** the fulfillment of the soldier's six year obligation, the MGIB Kicker will be suspended or terminated, with or without recoupment as indicated below.

**NOTE:** ARNG soldiers who complete the required six-year obligation, which is stipulated in the MGIB Kicker contract, may transfer to any skill, unit, or RC (in an active drilling status) and retain eligibility for the MGIB Kicker.

#### a. Authorized Period of Non-Availability:

(1) Each service member is authorized a one-time period of non-availability up to one year (3 years for a missionary obligation) during their 14 year MGIB-SR benefit period.

(2) The MGIB-SR basic benefit and MGIB Kicker incentive will be suspended when a soldier obtains 9 or more unsatisfactory participation periods / unexcused absences of Inactive-Duty Training (IDT) in a one year period or for any period of unexcused absence from Annual Training (AT). Non-availability includes assignment to the Inactive National Guard (ING) or the Individual Ready Reserve (IRR).

(3) Soldiers who enter a period of authorized non-availability will be suspended from their MGIB-SR basic benefit and MGIB Kicker incentive. To reestablish eligibility for the MGIB Kicker after a period of non-availability, the soldier must return to and be qualified in a MGIB Kicker authorized position and/or unit and extend their current

enlistment or sign an OSA for the entire period of non-availability.

(4) Soldiers who do not return to an authorized critical position and/or unit will have their MGIB-SR basic benefit reinstated but will remain suspended from their MGIB Kicker incentive up to one year until they return to an authorized skill/unit.

(5) If the soldier has not returned to an authorized critical position and/or unit within the one-year period, they will be terminated from their MGIB Kicker incentive without recoupment. Soldiers who fail to extend their enlistment or sign an OSA for the entire period of non-availability will be terminated from the MGIB-SR basic and Kicker incentive without recoupment.

(6) Soldiers who fail to return to an active drilling status in the selected reserve after an authorized period of non availability will have their MGIB basic and Kicker incentive **terminated with recoupment.**

#### b. Unsatisfactory Participation:

(1) The MGIB-SR basic benefit and MGIB Kicker incentive will be suspended when a soldier obtains 9 or more unsatisfactory participation periods/unexcused absences of Inactive-Duty Training (IDT) in a one year period or for any period of unexcused absence from Annual Training (AT).

(2) Once a final determination has been made and the soldier has been determined an Unsatisfactory Participant (SIDPERS Code 7), the soldier's MGIB-SR basic benefit and MGIB Kicker

## C. Montgomery GI Bill

### 4. MGIB-SR Kickers

incentive is terminated with recoupment effective the date of the 9<sup>th</sup> unsatisfactory participation period/unexcused absence.

#### c. Involuntary Transfer / Reassignment:

(1) ARNG soldiers will retain their MGIB Kicker incentive if involuntarily transferred or re-assigned within or between ARNG units as a direct result of MOS re-classification, transfer to another position or unit at the convenience of the Government or unit inactivation, reorganization, or relocation. When a soldier is offered a new position, it may be offered in a different MOS based on the substitutability rules in DA Pamphlet 611-21, but it may not require a reduction in grade.

(2) When a change in MOS for the position is required, the soldier must qualify for, and be awarded as primary, the MOS required for that position within 24 months to retain MGIB Kicker incentive eligibility. Soldiers who fail to become MOS qualified in the new MOS within 24 months or who do not return to a MGIB Kicker authorized MOS and or unit will have their MGIB Kicker incentive terminated without recoupment.

#### d. Voluntary Transfer:

(1) Soldiers who remain in an active drilling status in the ARNG but voluntarily transfer out of their 'contracted' MOS and/or unit that established eligibility for their MGIB Kicker are authorized a one year, one time authorized period of absence. The MGIB Kicker shall be suspended on the date the member departs the position and/or unit;

however, eligibility for the basic MGIB benefit will continue.

(2) To regain eligibility for the MGIB Kicker incentive, soldiers must return to a valid MGIB Kicker eligible MOS and/or unit on the current fiscal year critical MOS/Unit list. Soldiers who do not return to a MGIB Kicker authorized MOS and/or unit in a MOS qualified (MOSQ) status within one year will be terminated without recoupment.

**NOTE:** Soldiers who voluntarily transfer out of their 'contracted' MOS and/or unit that established eligibility for their MGIB Kicker before the completion of BT and/or AIT, will be permitted to transfer to another MGIB Kicker position provided that position is a valid MGIB Kicker eligible MOS and/or unit on the current fiscal year critical MOS/Unit list.

#### e. Suspension of Favorable Personnel Actions:

(1) Suspension of favorable personnel actions for any reason, other than maintaining body composition standards or failure to pass the Army Physical Fitness Test (APFT), is reason for suspension of MGIB-SR basic benefit and MGIB Kicker incentive.

#### f. Entrance on Active Guard/Reserve (AGR) Status:

(1) Soldiers who enter the AGR program are entitled to a one year, one time authorized period of absence. These soldiers will be suspended from both their MGIB basic benefit and MGIB Kicker incentive on the date they become AGR.

## C. Montgomery GI Bill

### 4. MGIB-SR Kickers

Soldiers who do not return to a MGIB Kicker authorized MOS and/or unit in a MOS qualified (MOSQ) status within one year of entering the AGR Program will be terminated from both their MGIB-SR basic benefit and MGIB Kicker incentive without recoupment effective the date they became AGR.

#### g. Entrance on Military Technician Status:

(1) A soldier who accepts a position as a Military Technician where membership in the ARNG is a condition of employment (includes Temporary Technicians over 179 days and Indefinite Technicians), will be suspended from the MGIB Kicker effective the date of employment. Soldiers who leave their Military Technician status may have their MGIB Kicker incentive reinstated provided they have any basic MGIB-SR or AD benefits remaining.

#### h. Entrance on Active Duty-

(1) Soldiers who leave the ARNG and voluntarily enter on active duty in a Regular Active Component will be terminated from their MGIB Kicker incentive **with recoupment**.

(2) **Reason for recoupment:** soldiers must be coded as 'Failed to Participate Satisfactorily' for failing to complete their required 6 year obligation which entitled them to the MGIB Kicker incentive.

#### i. Entrance into another Reserve Component (RC)-

(1) Soldiers who leave the ARNG and voluntarily enter another RC will be

terminated from their MGIB Kicker incentive **with recoupment**.

(2) **Reason for recoupment:** soldiers must be coded as a 'Failed to Participate Satisfactorily' for failing to complete their required 6 year obligation which entitled them to the MGIB Kicker incentive.

#### j. OCS/OBC Completion/Failure-

(1) Soldiers who complete the OCS Program, accept a commission in the ARNG and complete OBC are eligible to continue receiving their MGIB Kicker incentive at their current rate.

(2) Soldiers who have not completed OBC within 24 months of OCS completion will be terminated from their MGIB Kicker incentive without recoupment.

#### k. Failure to Accept a Commission-

(1) Soldiers with a previous MGIB Kicker at a lower rate who complete an ARNG commissioning program and do not accept a commission in the ARNG may continue to receive their MGIB Kicker incentive at their previous rate, if they return in a MOS qualified status to a MGIB Kicker eligible position and/or unit.

(2) Once soldiers accept their commission, they can be reinstated with their MGIB Kicker incentive at the higher rate. Soldiers without a previous MGIB Kicker at a lower rate who complete an ARNG commissioning program and do not accept a commission in the ARNG will be suspended from their MGIB Kicker incentive.

## C. Montgomery GI Bill

### 4. MGIB-SR Kickers

(3) Once these soldiers accept their commission, they can be reinstated with their MGIB Kicker incentive. Soldiers who do not accept their commission within 24 months of completing the program will be terminated from their MGIB Kicker incentive without recoupment.

#### l. Failure to Complete OCS/SMP/WOC Course:

(1) Soldiers who fail to complete the OCS/WOC course and have a previously contracted MGIB Kicker at a lower rate may continue to receive their MGIB Kicker incentive at the lower rate if they return in a MOS qualified status to a MGIB Kicker eligible position and/or unit.

(2) Soldiers who return to the OCS/WOC program within one year may have their \$350 MGIB Kicker reinstated upon re-entrance to the program.

(3) Soldiers who fail to complete the OCS/WOC program who do not return to the program within 1 year will have their \$350 MGIB Kicker incentive terminated without recoupment.

(4) SMP cadets who fail to complete the course will have their \$350 MGIB Kicker incentive terminated without recoupment.

#### m. Direct Commission/Appointment:

(1) Soldiers with an existing MGIB Kicker contract who receive a

direct commission/appointment in the ARNG may continue to receive their MGIB Kicker incentive at the contracted rate provided they sign an OSA for the remaining portion of their obligation that entitled them to the MGIB Kicker incentive.

#### n. Dedicated Guard Scholarship Recipients:

(1) Soldiers who become a recipient of a Dedicated Guard Scholarship (Title 10 USC, Section 2107) will be suspended from their MGIB-SR basic benefit and Kicker incentive. Benefit may be reinstated after the Scholarship is completed or ROTC is completed.

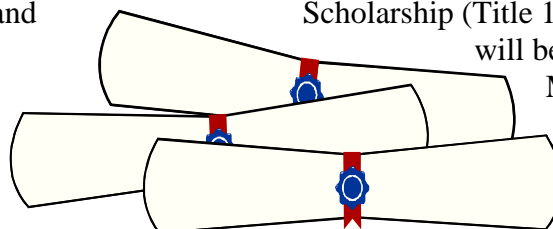
(2) Soldiers who are recipients of the MGIB-Active Duty (MGIB-AD) may continue to receive the Dedicated Guard Scholarship and the MGIB-AD basic benefit but will be suspended from their MGIB Kicker incentive. Benefit may be reinstated after the Scholarship is completed and Baccalaureate Degree has not been completed.

#### o. Promotions-

(1) Promotions through the EPS (Enlisted Promotion System) which require the soldier to move out of their MGIB Kicker unit or MOS will not affect the soldiers MGIB Kicker incentive.

#### p. Interstate Transfers-

(1) A soldier who is issued a MGIB Kicker contract in one state, and





## C. Montgomery GI Bill

### 4. MGIB-SR Kickers

who completes an interstate transfer, must transfer in a MOS qualified status to a MGIB Kicker authorized position and MGIB Kicker eligible unit in order to retain MGIB Kicker eligibility.

(2) Soldiers who transfer to a non-eligible MGIB Kicker unit and/or MOS or who are not MOS qualified will be suspended from their MGIB Kicker incentive.

(3) Soldiers who fail to become MOS qualified in a MGIB Kicker eligible unit and/or MOS within 12 months will have their MGIB Kicker incentive terminated without recoupment.



c. AR 135-7, ARNG and USAR Incentive Programs, dated 15 April 1996

d. FY05 ARNG, Montgomery G.I. Bill (MGIB) Kicker (Policy # 05-01a)

### 8. CONTACT INFORMATION

a. 1LT Benjamin J. Stoner  
Montgomery GI Bill Manager  
Benjamin.Stoner@nj.ngb.amy.mil  
(609) 562-0975

### 9. INPUT DATE

01 September 2005

#### q. Transfers to the USAR-

(1) ARNG soldiers entitled to the MGIB Kicker who transfer to the USAR as a result of a unit inactivation, reorganization, or relocation will continue to receive their MGIB Kicker incentive at the rate specified on their MGIB Kicker contract.

(2) Transfers to the USAR prior to the completion of the required six-year obligation for any reason other than that specified in the above paragraph will result in termination of the MGIB Kicker with recoupment.

### 7. REFERENCES

a. Title 10, United States Code (USC), Mar 01, Chapter 1606, Section 16131

b. Department of Defense Instruction (DoDI) 1322.17, 29 Nov 99, Subject: Montgomery GI Bill-Selected Reserve (MGIB-SR).

## C. Montgomery GI Bill

### 5. On-The-Job Training and Apprenticeship Training

#### 1. OVERVIEW

a. This chapter is designed to spell out in a little more detail the benefits for soldiers who are not going to school, but are looking to take advantage of their MGIB benefits when participating in On-The-Job Training (OJT) and Apprenticeship Training at work.

b. Using MGIB benefits while participating in On-The-Job Training (OJT) and Apprenticeship Training presents a unique opportunity for the soldier to collect an extra paycheck while learning a new trade or increasing professional knowledge and skills at their place of employment.

c. New Jersey's State Approving (SAA) must specifically approve each training program in which a soldier wishes to use MGIB benefits.

#### 2. ON-THE-JOB TRAINING (OJT)

##### a. What is OJT?

(1) OJT is training that a soldier can receive while performing a job and earning a paycheck at the same time.

(2) OJT programs normally last from six months to two years.

##### b. What OJT programs are approved for MGIB benefits?

(1) Below is listed some examples of currently approved OJT programs:

- (a) Manager
- (b) Metal Fabricator
- (c) Service Technician
- (d) Shipping and Receiving Clerk
- (e) Short Order Cook
- (f) Warehouse Person



#### 3. APPRENTICESHIP TRAINING

##### a. What is Apprenticeship Training?

(1) Apprenticeship Training is OJT combined with related theory instruction.

(2) Apprenticeship Training programs normally run from two to five years in length

(3) Program registrations with the New Jersey Department of Education and the U.S. Department of Labor are not required for veteran's benefits, they are recommended in order to receive completion.

##### b. What Apprenticeship Training programs are approved for MGIB benefits?

(1) Below is listed some examples of currently approved Apprenticeship Training programs:

- (a) Brick Layer
- (b) Carpenter
- (c) Electrician
- (d) Iron Worker



## C. Montgomery GI Bill

### 5. On-The-Job Training and Apprenticeship Training

- (e) Machinist
- (f) Maintenance Mechanic
- (g) Plumber

Telephone: (609) 530-6489 / 6852  
FAX: (609) 530-7196

**NOTE:** In addition to the above mentioned programs, the **New Jersey State Approving Agency (SAA)** has currently approved over 300 training establishments with more than 500 OJT or Apprenticeship programs.

**NOTE:** Soldiers employed outside of New Jersey should have their employer contact their state's SAA.

b. Soldiers then should determine eligibility and obtain all necessary application forms from:

#### 4. NEW JERSEY STATE APPROVING (SAA)

Department of Veterans Affairs  
20 Washington Place  
Newark, NJ 07102

##### a. What is the New Jersey State Approving Agency (SAA)?

(1) The New Jersey SAA's role is to approve and supervise Apprenticeship and OJT programs for eligible:

- (a) Veterans
- (b) Dependents
- (c) National Guardsmen and Reservists

(2) The New Jersey SAA operates within the New Jersey Department of Military and Veterans Affairs (NJDMVA)

#### 5. HOW TO APPLY FOR MGIB BENEFITS FOR OJT / APPRENTICESHIP TRAINING

a. The soldier should have their New Jersey employer contact the State Approving Agency at:

New Jersey Department of Military and Veterans Affairs  
Division of Veterans Services  
Eggert's Crossing Road  
PO Box 340  
Trenton, NJ 08625-0340

#### 6. PAYMENT AMOUNTS FOR ELIGIBLE OJT / APPRENTICESHIP PARTICIPANTS

a. OJT / Apprenticeship rates paid under MGIB chapters are determined by a percentage of the governing MGIB chapters full-time rate.

(1) *First* 6 months of training 75% a month

(2) *Second* 6 months training 55% a month

(3) *Third* 6 months training 35% a month

b. Soldiers eligible under MGIB-AD Chapter 30 will be entitled to the following amounts during FY06. (See. Chap. C. 1. for eligibility info.)

(1) For soldiers having served 3 years or more on Active Duty:

(a) **\$ 878.90** for the first six months of training



## C. Montgomery GI Bill

### 5. On-The-Job Training and Apprenticeship Training

(b) \$ **672.10** for the second six months of training

(c) \$ **465.30** for the remaining months of training

(2) For soldiers having served less than 3 years on Active duty:

(a) \$ **742.00** for the first six months of training

(b) \$ **546.00** for the second six months of training

(c) \$ **378.00** for the remaining months of training

b. Soldiers eligible under MGIB-SR Chapter 1606 will be entitled to the following amounts during FY06. (See. Chap. C. 2. for eligibility info.)

(1) \$ **252.45** for the first six months of training.

(2) \$ **193.05** for the second six months training.

(3) \$ **133.65** for the remaining months of training

c. Soldiers eligible under MGIB-REAP Chapter 1607 (See. Chap. C. 3. for eligibility info.) will vary depending on the length of active duty time.

### 7. REFERENCES

a. [WWW.STATE.NJ.US/MILITARY/SAA/INDEX.HTML](http://WWW.STATE.NJ.US/MILITARY/SAA/INDEX.HTML)

b. [WWW.GIBILL.VA.GOV](http://WWW.GIBILL.VA.GOV)

### 8. INPUT DATE

01 September 2005

## **D. ARNG Federal Tuition Assistance (FTA)**

### **1. OVERVIEW**

a. Federal Tuition Assistance (FTA) provides financial assistance for voluntary off-duty education programs in support of a soldier's professional and personal development goals. FTA is related directly to retaining quality soldiers, enhancing their career progression, and increasing the combat readiness of the Army National Guard.

b. All eligible soldiers must declare an educational goal in terms of a credential (degree or certificate), certification (national or regional), or license. Soldiers have the option of pursuing disciplines related to their professional development or their personal goals.

c. The soldier's previous academic history will be examined to determine the likely completion of the courses for which TA is sought.

### **2. ELIGIBILITY**

a. Immediately upon joining the Army National Guard all members are eligible based on availability of Reserve Component funds.

participation). If a soldier stops drilling, the commander is to contact the NJARNG Education Center *in writing*; the soldier will then be dropped from the program. The soldier is responsible for any tuition costs paid during the current semester.

### **AGR SPECIFIC INFORMATION**

a. AGR soldiers are eligible for FTA, but must process their claims through the Active Duty FTA manager. Appointments are required. The FTA manager for AGR soldiers is:

Ms. Ramona H. Montovani  
Bldg. 5403 Delaware Ave.  
& 1<sup>st</sup> St.  
Fort Dix, New Jersey  
08640  
Telephone: (609) 562-5001



b. Courses that lead to a lower or lateral postsecondary credential.

c. All courses or labs involving flight training and air time unless they are required as part of a degree.

d. Audited or repeated courses.

e. Additional courses when the soldier has an existing "incomplete" grade.

f. FTA cannot be used concurrently with the New Jersey Additional Guard Tuition (Waiver) Program at the same institution.

### **3. FTA PROHIBITIONS**

Soldiers are *not eligible* for TA if:

a. They are flagged under provisions of AR 600-8-2 (unsatisfactory

## **D. ARNG Federal Tuition Assistance (FTA)**

### **4. FTA RATES**

a. FTA will be authorized on a course-by-course basis, only for courses that are part of a soldier's educational goal.

b. FTA may be used to defray only tuition costs up to the following limits established by law:

(1) 100 % for soldiers working toward a high school diploma or its equivalent.

(2) 100 % of courses leading to a post-secondary credential, certification, or license, not to exceed the established dollar limit per semester hour or equivalent.

c. For Fiscal Year (FY) 2006 up to 100 % reimbursement may be paid; the following caps apply:

(1) **\$250.00** per credit for undergraduate, graduate and certification studies.

(2) \$4,500 per soldier, per fiscal year (courses beginning between 01Oct 04-30 Sep 05)

### **5. HOW TO APPLY**

a. Applications for FTA can be found online at:  
[WWW.VIRTUALARMORY.COM](http://WWW.VIRTUALARMORY.COM)

b. Register on Virtual Armory by:

c. Clicking on the link for "Education." Under the link for "Online Applications" you will find the application Federal Tuition Assistance (DA Form 2172-E).

d. All forms must be submitted to the NJARNG Education Center at least 3 weeks prior to the beginning of class.

e. It is the *responsibility of the soldier* to submit their grade report to the NJARNG education center at the conclusion of the semester.



### **6. REFERENCES**

a. AR 621-5

### **7. INPUT DATE**

01 September 2005

## **E. Education Support Center (ESC)—Evaluation of Military Experience and Degree Planning**

### **1. OVERVIEW**

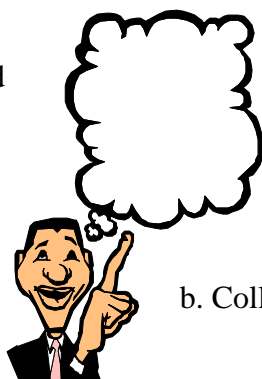
- a. The ESC provides automated degree planning, military credit evaluations and college credit assessments to Army National Guard soldiers, their spouses, and Army National Guard civilian employees at no cost to the individual.
- b. The ESC also serves as a virtual counseling center and information clearinghouse for Army National Guard education.
- c. Service members can take advantage of every opportunity to complete their degree by maximizing non-traditional academic options and supplementing them with traditional classes or courses.
- d. The ESC offers hundreds of degree programs (Associates through PhD.) at a variety of partner colleges. For an up to date list of degree programs and participating institutions go to: [WWW.VIRTUALARMORY.COM](http://WWW.VIRTUALARMORY.COM)
- e. The ESC is a service provided to eligible ARNG members by DANTES, and is not administered by the New Jersey Army National Guard (NJARNG) Education Center. The following information is being provided as a complement to the programs administered by the ARNG Education Center.

### **2. ELIGIBILITY**

from the following sources:

a. To receive military credit evaluations and college credit assessments, you must be:

- (1) Army National Guard soldier.
- (2) Spouse of an ARNG soldier.
- (3) Army National Guard civilian employee



- (a) Military Training
- (b) College Level Testing (CLEP, DSST, ECE)
- (c) Independent Study Courses
- (d) Corporate training

Into one credit consolidated assessment.

#### **b. College Degree Planning**

- (1) The ESC applies earned credit to a degree plan. The different paths offered by the ESC:

- (a) Fastest Track Degree
- (b) MOS Related Degree
- (c) State or Local Degree

### **3. EDUCATION SUPPORT CENTER'S SERVICES**

#### **a. Military Credit Assessment**

- (1) The ESC provides Military credit assessment of your AARTS transcript as well as your earned credit

## **E. Education Support Center (ESC)—Evaluation of Military Experience and Degree Planning**

### **c. Educational Counseling**

(1) ESC individually assigned education counselors help to answer any questions the soldier may have about:

- (a) Financial Aid
- (b) Tuition Assistance
- (c) College Degree Requirements

## **4. HOW TO**

### **a. Complete an ESC Application by:**

(1) [WWW.VIRTUALARMORY.COM](http://WWW.VIRTUALARMORY.COM) and filling out an online application

(2) Or at Toll Free 1-866-628-5999 or Fax 1-1501-212-4928

### **b. Add Additional Earned Credit:**

(1) Any earned credit from an accredited college that does not appear on your AARTS transcript can be added to your degree plan by either mailing or faxing your transcripts to the ESC.

### **c. Personalized Degree Plans are Developed:**

(1) Working together with your ESC counselor, a degree plan will be completed within 30 days of the completion of your application.

## **5. REFERENCES**

a. [WWW.VIRTUALARMORY.COM](http://WWW.VIRTUALARMORY.COM)

## **6. INPUT DATE**

01 September 2005

## **F. Additional Sources of Educational Counseling**

### **1. OVERVIEW**

a. Besides the ESC, there are other sources of educational counseling available to soldiers.

### **2. ADDITIONAL EDUCATIONAL COUNSELING SOURCES**

These other sources of counseling include:

**a. NJARNG Education Center:**

Provides advisement on National Guard educational benefit programs and how they relate to college or vocational studies.

**b. Hotlines:** The New Jersey Office of Student Assistance Education Hotline can be your starting point for learning about the educational programs and services in New Jersey's technical schools, two-year colleges, and four-year institutions, and the availability of counseling and other services. The toll-free telephone number in New Jersey is 1-800-962-INFO. You can also get information on financial aid by calling the toll-free Financial Aid Hotline (in New Jersey) at 1-800-35-NJLOAN. The Office of Student Assistance also operates a TDD system for the hearing impaired, at 1-609-588-2526.

**c. Adult Schools:** Almost every community's adult school, often located in the high school complex, offers basic educational and vocational counseling. Contact the local adult school for an appointment.

**d. Colleges and Universities:**

Educational counseling is available at every college and university. The service

may be limited to present or potential students at the institution but, in some instances it may be open to members of the community. Most colleges have continuing education or community service divisions that can be consulted. In addition, many colleges offer informational women's and veterans' centers. For information on appointments and fees, contact the institution directly.

**e. Community Groups:** Such

organizations as the YMCA, YWCA, YMHA, or YWHA sometimes offer academic counseling.

These services are generally open to the public. Check with the particular community group to determine fees and appointment schedules.

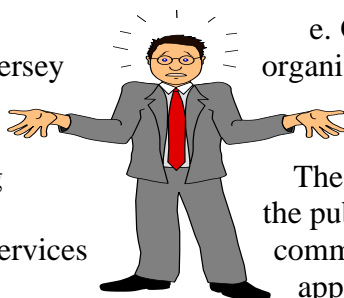
**f. High School Guidance Offices:**

Educational counseling is available to all high school students. At some high schools, be open to school staff members, parents and other adults.

**g. Private Industry:** The personnel offices of many private business, industry, and union organizations provide information on educational opportunities (training, college courses, basic skills, etc.), financial assistance and, sometimes, specific educational counseling. Generally, these services are restricted to employees.

### **3. eDISCOVER CAREER AND EDUCATIONAL GUIDANCE**

**a. Overview:**



## **F. Additional Sources of Educational Counseling**

(1) eDiscover is a career and educational guidance software system from ACT inc. a non-profit that also produces the ACT college admission test.

(2) eDiscover is a self guided, self evaluation tool for discovering college, career and job paths.

### **b. Eligibility:**

(1) The services of eDiscover is available to:

- (a) All uniformed service members
- (b) Spouses of uniformed service members
- (c) Employees of the ARNG

### **c. Benefits of eDiscover:**

#### **(1) College:**

(a) eDISCOVER can be used by the potential student to aide in the selection of a major or program of study and plan of the student's education.

#### **(2) Career:**

(a) eDISCOVER can be used to search databases of occupations, majors, and schools to assist in selection of a particular career path that fits you.

#### **(3) Job search:**

(a) eDISCOVER can also be used to apply a soldier's military experience to the job market by providing crosswalks from military to civilian occupations, as well as help in preparing to find a job through resume writing, links to job banks, etc.

### **d. Accessing eDiscover:**

(1) Obtain a token, which is a User ID and Password, from the State Educational Services Officer (ESO), or from the ARNG ESC by filling out the online form. To fill out the eDiscover access form Go to:

(a) Virtual Armory's education page:

[WWW.VIRTUALARMORY.COM/EDUCATION](http://WWW.VIRTUALARMORY.COM/EDUCATION)

(b) Select online applications, then "eDiscover"

(c) Fill out "Request for eDiscover Token" form

(2) After receipt of your token, you will have unlimited, 24 hour access to eDiscover from any computer, at: [WWW.ACT.ORG/DISCOVER](http://WWW.ACT.ORG/DISCOVER)

### **e. Considerations before using eDiscover:**

(1) Check with your degree planner to see if the eDiscover self evaluation tool would be a helpful in the search for a college program of study.

(2) If you have any questions about eDiscover, contact the ESC counseling center at 1-866-628-5999.

## **4. REFERENCES**

a.

[WWW.VIRTUALARMORY.COM/EDUCATION](http://WWW.VIRTUALARMORY.COM/EDUCATION)

b. [WWW.ACT.ORG/DISCOVER](http://WWW.ACT.ORG/DISCOVER)

## **5. INPUT DATE**

01 September 2005



## **G. College Information**

### **1. COLLEGES AND UNIVERSITIES IN NEW JERSEY**

a. New Jersey has every type of college. It has two-year colleges, primarily community colleges, and four-year colleges and universities. Some are public institutions, others are private. (An institution is called private, or independent, when it receives little or none of its money from the state; a few of these institutions are also called proprietary, that is, they operate for profit.)

### **2. TRANSFER AND ACCEPTANCE OF CREDITS**

a. Many New Jersey community colleges have what are called “articulation” agreements, whereby credits you earn for your associate’s degree count toward a bachelor’s at a senior college or university. Even where no such formal agreements exist, you still may continue your studies, but not all of your credits will necessarily be accepted, and you may have to take additional courses at the senior institution.

b. A community college counselor can help you find out more about transferring credits to a matriculating program. Another option you should explore is that of joint admission to both a community college and a four-year institution, which is another way for community college graduates to earn bachelor’s degrees. Ask about such joint admissions agreements at the county college of your choice.

### **3. FOUR-YEAR COLLEGES AND UNIVERSITIES**

a. New Jersey’s senior colleges and universities grant the bachelor’s degree, sometimes called baccalaureate; a few also offer the associate degree. (Most, but not all, senior institutions have graduate programs as well.)

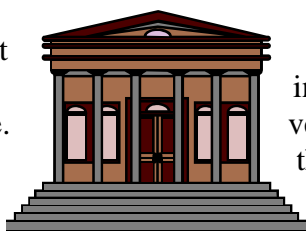
b. Among the public four-year colleges and universities in New Jersey are the nine state colleges; Rutgers, The State University, with 16 undergraduate colleges and professional schools on campuses in New Brunswick, Newark, and Camden; and the New Jersey Institute of Technology, located in Newark, a public university that offers programs in engineering, technology, applied science, and architecture. In addition, there are 24 private colleges and universities in the state offering undergraduate degrees.

c. If you meet the requirements, you can enter a baccalaureate program directly from high school. You also can transfer from a community college or from another four-year college or university.

### **4. OTHER POSTSECONDARY SCHOOLS**

a. Other postsecondary schools in New Jersey provide training for very specific professions. Most of these do not offer academic degrees. However, academic credit is available at some for work completed in partnership with a college or university.

b. The non-degree granting schools that follow include hospital schools, area vocational-technical schools, and proprietary schools.



## **G. College Information**

### **5. HOSPITAL SCHOOLS**

a. Many of the state's hospitals sponsor their own schools to prepare health professionals such as nurses and radiological technologists. Hospital school programs can last from nine months (operating room technology) to three years (nursing). All such programs lead to certificates or diplomas, and many prepare you for licenses or other professional credentials. Some hospital schools contract with colleges to provide general education courses, which may be accepted for credit in an associate or baccalaureate program.

b. For further information about hospital school programs, contact New Jersey Association, 760 Alexander Road, CN-1, Princeton, New Jersey 08543-0001 (1-609-275-4000).???

### **6. AREA VOCATIONAL-TECHNICAL SCHOOLS**

a. Area vocational-technical schools are county-based institutions that provide occupational and or technical training. Some area vocational-technical schools are involved with community colleges in joint programs leading to an associate degree. If you are enrolled in a joint program, you can earn college credit from the community college for work you have completed at the vocational-technical school.

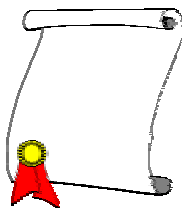
b. For further information about programs at the area vocational-technical schools, contact the New Jersey Department of Education, Center of School-to-Work Initiatives, CN 500, Trenton, New Jersey 08625 (1-609-292-6341) or your nearest area vocational-technical school. For further information

about joint programs, contact your county college.

### **7. PROPRIETARY VOCATIONAL SCHOOLS**

a. Proprietary vocational schools are private schools that provide occupational training for specific trades and occupations but do not award college credits or degrees (except as noted above, in the section on two-year colleges pg. G.1.)

b. For further information about such non-collegiate schools, contact the New Jersey Department of Education, Center of School-to-Work Initiatives, at [HTTP://WWW.STATE.NJ.US/EDUCATION/INDEX.HTML](http://www.state.nj.us/education/index.html)  
Phone at (609) 292-4469



### **8. TRADITIONAL AND NON-TRADITIONAL CREDIT**

a. Traditional Approach: college as a campus with classroom buildings where regularly scheduled classes meet during the day. This is the traditional approach.

b. Non-Traditional: outside of the classroom.

c. Many colleges have satellite campuses and extension courses designed for adult learning.

d. You can take college courses via alternate delivery systems: correspondence, videotape, TV and satellite link and computer conferencing.

e. You earn college credit and satisfy degree requirements by passing college credit examinations.

## **G. College Information**

f. College credit is also awarded for military learning experiences.

particular programs in professions such as engineering, nursing, and business.

### **9. EARNING COLLEGE CREDIT**

a. Students will need a specific number of credits to graduate from a college program with a degree, diploma, or certificate. There are several different ways to earn college credit. Most students, especially those who enter college directly from high school, obtain college credit by registering for courses, attending classes, and (usually) passing examinations in each course.

b. If you complete a professional program that is not accredited, you may have difficulty getting a job in your chosen profession. In transferring from one institution to another or in continuing for a higher degree, credits from a non-accredited school or program may not be accepted. (Accreditation is not the same as licensure, which in New Jersey is done by the Commission on Higher Education.)

c. For detailed information about accreditation and how it relates to transferability and your choice of learning institution see page K.2.'s accreditation entry.

### **10. CHOOSING A COLLEGE**

a. It takes time, effort and thought to choose a college. You should consider your personal interests, your career goals, your academic strengths and weaknesses, family and financial circumstances, and your employment needs. Before you apply to a college, you should know certain basic things such as:

b. Academic characteristics, admissions policy, costs and student aid programs, and profile of the student body.



### **12. ADMISSIONS POLICY**

#### **a. County Community Colleges:**

New Jersey's county community colleges are open-admission institutions. This means that if you are a high school graduate or hold a General Educational Development Certificate (GED), or if you are 18 years old, you are guaranteed admission to the community college in your county. A few programs do have special entrance requirements, and you are not guaranteed admission to these. You can get specific admissions information from each college's admissions office.

### **11. ACADEMIC CHARACTERISTICS**

a. Accreditation: Regional accrediting agencies - in the case of New Jersey, the Middle States Association of Colleges and Schools - evaluate the soundness of a college's general operations and how well it fulfills its particular purpose. (Organizations other than the Middle States are the official accrediting bodies for a few specialized schools in New Jersey). In addition, national professional associations evaluate and accredit

b. **Four-year colleges and universities:** Four year institutions usually require a high school diploma (or score on the GED), as well as scores on the Scholastic Aptitude Test (SAT) or the American College Test (ACT). These standardized examinations are given at many locations several times a year. You

## **G. College Information**

should take these examinations at least a year before you expect to begin college. If you are a high school student, inquire at your local high school or college.

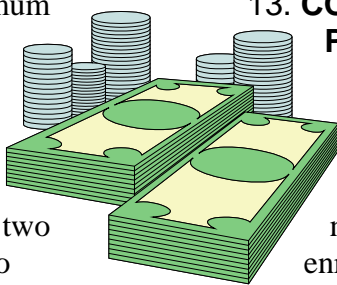
(1) Four-year colleges may require a copy of your high school transcript, letters of recommendation, and a short essay about your interests and future goals. Some schools or programs may also require a minimum number of certain high school courses. For example, the eight traditional state colleges require students to have strong preparatory curriculum in high school. Students seeking admission should have successfully completed a minimum of 16 units of high school coursework in college preparatory subjects, including four units of English, three units of mathematics (at least one of which must be algebra), two units of social sciences, and two units of laboratory science.

(2) Even if your high school grades and SAT or ACT scores are low, strong letters of recommendation, special demonstrated talents, or special circumstances described on your admissions application may work in your favor. Even the most selective colleges may admit some students with below-average academic records who are strongly motivated or have special talents.

(3) Most colleges are very flexible in admissions requirements for students who attend part time or enroll in a limited number of courses. You can obtain more information about each school's admissions policy from your high school guidance counselor or any college admission office.

c. **Basic Skills Testing:** The term basic skills refers to the basic skills of reading, writing, and mathematics needed to complete college work successfully. Many students who do well in college require some work in basic skills upon entering college. Most colleges administer a test to determine whether you need special help in particular areas in order to succeed at college-level work. Because you take the test after you are admitted, your performance is not a factor in the admissions decision; the college uses your test scores only to place you in any necessary remedial courses.

### **13. COSTS AND FINANCIAL AID PROGRAMS**



a. The major costs of going to college depends on the school you choose, the number of credits for which you enroll, and transportation or campus housing expenses. In addition, you must consider the cost of books, supplies, and normal living expenses. Most college catalogs include a section that outlines the average expected total cost of attendance.

b. Even the most expensive colleges give students financial assistance. The deadline for financial aid applications may be different, from the admissions application deadline, it is important to check the financial aid application deadlines.

c. Most institutions of higher education in New Jersey sponsor Education Opportunity Fund (EOF) programs. These programs provide counseling, remedial, and financial support to eligible students from educationally disadvantaged backgrounds

## **G. College Information**

who have exceptional financial needs. For more information about EOF and other student assistance programs, contact the financial aid and EOF program offices on campus.

### **14. SOURCES OF ADDITIONAL INFORMATION**

Additional sources of information include institutional catalogs and other college publications generally about higher education.

### **15. INSTITUTIONAL PUBLICATIONS AND VISITS TO CAMPUSES**

a. All colleges and universities publish catalogs and other sources of information about their admissions requirements, costs, and course offerings. You can get copies of these publications by contacting the institutions directly.

b. If you are interested in learning more about a particular institution; contact the college's admissions office. Arrange to visit the campus where you may be able to speak with faculty and students.

### **16. STUDY TIPS**

a. How long should you study? At least 30 minutes but no more than 90 minutes of concentrated study is suggested at one time.

b. Make rules for your study.

(1) Set aside a place to study. Keep it as neat and distraction-free as possible. Make sure it is adequately lighted and not too warm.

(2) Set aside a consistent time to study each day that is best for you.

(3) Do not cram. Try to get a sense of what is important. You cannot memorize entire textbooks. Memorize only important facts and ideas.

(4) Develop good study habits.

(a) Get interested in the subject.

(b) Get basic ideas (read content, preface, chapter summaries).

(c) Get the whole picture.

(d) Pick out important words and phrases in the course materials. Do not underline or highlight entire sentences or paragraphs. Find the words that summarize the main points.

(f) Paraphrase and write down the main points or ideas in your own words.

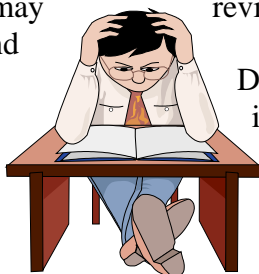
(g) Review – a short immediate review before starting something new will aid in retaining the material for future use. Skimming is a useful technique for finding facts and for reviewing.

(h) Distribute your study. Distinguish between tasks that take intense concentration and ones that fit in at odd moments.

(i) Over-learn – beyond the class; talk about it to others.

c. What to study?

(1) Lectures. Be aware of the instructor's interest and emphasis. Some instructors give signals when something important is about to be said. Copy down everything the instructor writes on the chalkboard. Ask questions. This not only clarifies the material, it helps one's concentration.



## **G. College Information**

(2) Textbooks. Read the content, preface and chapter summaries to get the basic ideas or main points the author is trying to make. Underline words that summarize the main points.

(3) Notes.

(a) Notes taken in class. Be aware of the instructor's interest and emphasis. Be sure to copy anything the professor writes on the chalkboard.

(b) Notes from the text. After reading the material, summarize or paraphrase each chapter. Do not reproduce the text verbatim.

d. Prepare to Study

(1) Organize yourself and your time.

(2) Gather your course materials: Texts, notes and handouts

(3) Study alone.

(4) Study Group. A Study Group can give you opportunities to compare notes; help you learn; support each other; ask questions; explain; communicate; discuss; debate; make learning active; and focuses you on objectives.

### **16. PICKING A MAJOR**

a. The average student will change their major three times during their college career. When selecting a major be slow and deliberate in making sure that your academic interests and goals beyond college are satisfied.

b. Tips to Picking a Major:

(1) Take a self-assessment or career interest inventory can help narrow your choices.

(2) Try out a career by volunteering to get your "feet wet" getting a taste of your potential choice of career.

(3) Outside factors may influence your choice in a major. Potential employment, high demand may influence your choice. Be cognizant and make an informed choice of major because that choice may determine how you will spend one-third to the rest of your life

(5) Explore alternatives of a broad major, such as liberal arts that offer flexibility allowing for easier changes in jobs not careers. However, narrow majors often lead to more lucrative careers.

c. For an inventory of New Jersey institutions offering of majors go to:

[HTTP://WWW.NJ.GOV/HIGHEREDUCATION/](http://www.nj.gov/highereducation/)

### **17. INPUT DATE**

01 September 2005

**\*\*attach CIP2K Part II LINK\*\***



## H. Test Preparation and Testing

### 1. Testing and Certification Examinations:

#### 1. OVERVIEW

a. *Most* examination programs are available free of charge through the supporting Active Duty testing centers @ Ft. Dix, Ft. Monmouth, and other bases supporting DANTES certified test centers.

#### 2. ELIGIBILITY

a. All New Jersey Army National Guard members are eligible for DANTES programs.

- (c) Reading
- (d) Science Reasoning

(2) For more information about the ACT, go to: [WWW.ACT.ORG](http://WWW.ACT.ORG)

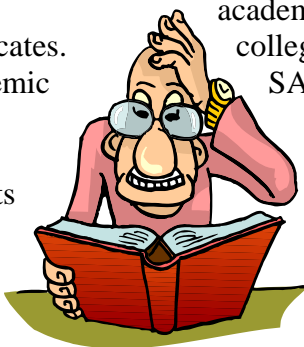
#### 3. TESTING AND CERTIFICATION EXAMINATION OFFERS

##### a. High School Completion Tests:

(1) Tests of General Educational Development (GED)

(a) GED Tests allow individuals to earn high school equivalency diplomas or certificates. The GED test covers five academic areas:

- (i) Language Arts / Reading
- (ii) Language Arts / Writing
- (iii) Science
- (iv) Social Studies
- (v) Mathematics



(3) Scholastic Assessment Test (SAT)  
I- scores are used as a college admission requirement and student placement instrument. SATI scores provide colleges with a way to compare academic preparation and abilities of students who apply for admission. SATI, when used in conjunction with high school grades and class rank serves as a good indicator of academic success in the first year of college. Subject areas covered by the SAT I are:

- (i) Critical Reading
- (ii) Math
- (iii) Writing

##### c. Graduate Admissions Tests

(4) Graduate Management Admission Test (GMAT).

##### b. Undergraduate Admission Tests

(1) American College Testing Assessment Program (ACT) is an admission requirement at some colleges. The ACT consists of a battery of four academic tests which measure academic development in:

- (a) English
- (b) Mathematics

(a) The GMAT measures general verbal and quantitative abilities developed over a long period of time that are associated with success in the first year of study in a graduate school of management. The GMAT is a timed exam with two 30 minute essays and two multiple choice sections 75 minutes each.



## H. Test Preparation and Testing

### 1. Testing and Certification Examinations:

(b) For more information about the content and format of the GMAT, can be found at: [WWW.GMAT.ORG](http://WWW.GMAT.ORG)

#### (4) Graduate Record Examinations (GREs):

(a) The GREs are designed to measure knowledge and understanding of subject matter basic to graduate study. The GRE General Test is comprised of analytical writing, quantitative and verbal questions. Along with the General Test, the GRE also offers 8 subject tests in the following areas:

- (i) Biochemistry, Cell and Molecular Biology
- (ii) Biology
- (iii) Chemistry
- (iv) Computer Science
- (v) Literature and English
- (vi) Mathematics
- (vii) Physics
- (viii) Psychology

(b) For more information about the content and format of the GRE General and/or Subject Tests, go to: [WWW.GRE.ORG](http://WWW.GRE.ORG)

#### (4) Law School Admission Test (LSAT):

(a) The LSAT is designed to assist law schools in assessing the academic promise of applicants. The LSAT is administered 4 times a year and is accepted at many ABA-approved law schools.

(b) For more information about the LSAT's content and format, go to: [WWW.LSAC.ORG](http://WWW.LSAC.ORG)

#### c. College Credit-by-Examinations:

##### (1) **The College Level Examination Program® (CLEP®):**

###### (a). General Examinations:

(i) It is possible to earn as many as 30 semester hours of college credit by successfully passing the CLEP® General Examinations. CLEP® General Exams cover material usually taught in most college freshman and sophomore courses.

###### (b) Subject Exams:

(i) The CLEP® Subject Exams measure knowledge of basic concepts, principles, relationships, and applications involved in college courses with a similar title. American Council on Education (ACE) recommends 3 semester hours of credit for most of the CLEP® Subject Examinations.

(c) There are 35 CLEP® examinations. These exams are in the following areas:

- (i) Business
- (ii) Composition and Literature
- (iii) Foreign Languages
- (iv) History and Social Sciences
- (v) Science and Mathematics

(d) Contacting your college or university's admissions office, test center, or academic adviser will inform you as to the CLEP® scores that will be accepted for credit at your college. For further information about the CLEP® go to: [WWW.COLLEGEBOARD.COM/CLEP](http://WWW.COLLEGEBOARD.COM/CLEP)

## H. Test Preparation and Testing

### 1. Testing and Certification Examinations:

#### **(2) DANTES Subject Standardized Tests (DSSTs):**

(a) The DANTES Subject Standardized Testing program is an extensive series of 37 examinations in college and technical subjects which are comparable to the final or end of course examination in particular undergraduate courses. The American Council of Education (ACE®) recommendation of credit for each test depends on the subject of the particular test.

(b) DSST offerings include:

- (i) Applied Technology
- (ii) Business
- (iii) Humanities
- (iv) Mathematics
- (v) Physical Science
- (vi) Social Science

(b) For more information about DSSTs, go to:  
[WWW.GETCOLLEGE CREDIT.COM](http://WWW.GETCOLLEGE CREDIT.COM)

#### **(3) Excelsior College Examinations (EC Exams):**

(a) EC Exams are accepted at hundreds of Service Members Opportunity Colleges (SOC). EC Exams are also accepted at nearly 900 colleges and universities and at institutions of higher learning around the world. There are 40 Excelsior College Examinations in the following subject areas:

- (i) Arts and Sciences
- (ii) Business
- (iii) Education
- (iv) Nursing (Associate and Baccalaureate level)

(b) For more information about EC Exams, go to: [WWW.EXCELSIOR.EDU](http://WWW.EXCELSIOR.EDU)

d. Certification Exams:

**(1) Automotive Service Excellence (ASE) Examinations-** consist of a series of written tests which measure diagnostic and repair knowledge and skills in 25 technical areas. For more information, go to: [WWW.ASECERT.ORG](http://WWW.ASECERT.ORG)

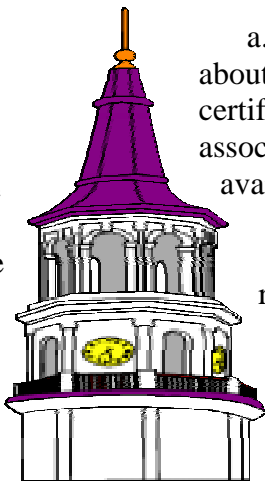
**(2) The Praxis Series-** The Praxis Series measures the academic achievements of college seniors and candidates who have received advanced training in specific education fields. In addition to the core battery, the Praxis Series offers numerous subject assessments. For more information about the Praxis Series, go to: [WWW.ETS.ORG/PRAXIS](http://WWW.ETS.ORG/PRAXIS)

### **4. PROFESSIONAL RECOGNITION CERTIFICATION**

a. DANTES has agreements with about 60 nationally recognized certification associations. These associations make their examinations available to eligible military personnel.

b. Certification provides recognition of skills learned while on active duty and demonstrates a high level of professional competence for the civilian job market.

c. For the most current list of national associations making their tests available, go to:  
[WWW.DANTES.DODED.MIL](http://WWW.DANTES.DODED.MIL)



## **H. Test Preparation and Testing**

### **1. Testing and Certification Examinations:**

#### **5. STUDY GUIDES**

a. Study guides or sample tests are available for most of the above mentioned exams and can be found at their respective websites, bookstores or local library.

#### **6. COLLEGE POLICY CONSIDERATIONS**

a. Before considering any of the aforementioned exams, contact your college to find out if these exams are accepted and if they apply to your degree program.

#### **7. REFERENCES**

[WWW.ACT.ORG](http://WWW.ACT.ORG)

[WWW.ASECERT.ORG](http://WWW.ASECERT.ORG)

[WWW.GMAT.ORG](http://WWW.GMAT.ORG)

[WWW.ETS.ORG/PRAXIS](http://WWW.ETS.ORG/PRAXIS)

[WWW.EXCELSIOR.EDU](http://WWW.EXCELSIOR.EDU)

[WWW.COLLEGEBOARD.COM/CLEP](http://WWW.COLLEGEBOARD.COM/CLEP)

[WWW.GETCOLLEGE CREDIT.COM](http://WWW.GETCOLLEGE CREDIT.COM)

[WWW.LSAC.ORG](http://WWW.LSAC.ORG)

[WWW.DANTES.DODED.MIL](http://WWW.DANTES.DODED.MIL)

#### **8. INPUT DATE**

01 September 2005

## **H. Test Preparation and Testing**

### **2. Student Guide to Success (SGS)**

#### **1. OVERVIEW**

a. The preceding chapter contains information about tests that can be taken to receive college credit. Student Guide to Success (SGS) is designed to enhance the ability of the student to pass college credit examinations by using multi-media courses and associated textbooks in the same or similar subjects.

b. Students using this program are encouraged to purchase the associated text books and study guides to be used in conjunction with the multi-media courses.

c. SGS provides an opportunity for students that cannot attend resident college classes due to:

- (1) Duty or work commitments
- (2) Remote location
- (3) Expenses associated with campus-based classes
- (4) The desire to earn college credit free from a 12-16 week schedule

d. The SGS program is not designed for every student, rather it is designed for the independent learner, that does not need the structure and accountability of a traditional classroom.

e. Success in the SGS program has been pinned to the following characteristics:

- (1) The pay grade of E-4 or higher
- (2) One or more years of college
- (3) Completed military correspondence courses in the past
- (4) Possess a specific educational goal
- (5) Be a mature student

f. SGS works best for the student when incorporated into an already existing degree plan, such as a degree plan developed by an ESC counselor.

## H. Test Preparation and Testing

### 2. Student Guide to Success (SGS)

#### 2. ELIGIBILITY

a. Soldiers of the New Jersey Army National are eligible to use SGS programs.

#### 3. HOW STUDENT GUIDE TO SUCCESS WORKS

a. In conjunction with a solid degree plan (e.g. an ESC degree plan) SGS can help a student by providing material to prepare for college level credit examinations (e.g. CLEP®, DSST, ECE) that helps to fulfill requirements that are needed in the students degree plan. For more information about college level credit exams see. Chap. H. 1.

b. SGS provides Academic Content Courses, and Professional Development Courses:

(1) Academic Content Courses, prepare the student after they have identified courses in their degree plan that can be filled with a college level credit exam and see if they match with any SGS course listings. SGS provides multi-media study courses in:

- (a) English Composition
- (b) Foreign Language
- (c) History and Social Sciences
- (d) Humanities
- (e) Mathematics
- (f) Natural Science
- (g) Technology

(2) Professional Development Courses, have no examinations or credit associated with these courses. The courses are designed to enrich and prepare the student for other opportunities.

c. If the student decides to take any course to fulfill a requirement for a degree that is being pursued from a local college, the student may want to print out the course description and bring it to their advisor on campus. Make sure that the college understands it is an associated examination that you will seek credit for toward your degree.

d. After areas in a degree plan have been identified and can be filled by taking college level credit exams, enroll in SGS to receive course materials by going to: [WWW.VIRTUALARMORY.COM/EDUCATION](http://WWW.VIRTUALARMORY.COM/EDUCATION) Then click on “online applications” and “Student Guide to Success”.

e. Associated texts books are not required to be purchased by the student, but are strongly recommended to reinforce the multi-media material. In the SGS course descriptions ISBN numbers are provided for associated texts and links where discounted texts can be purchased.

f. After enrollment and receipt of materials from SGS, complete the prep course and take the college level credit examination and receive college credit toward a desired degree.

g. For a more detailed description of Student Guide to Success, go to: [WWW.VIRTUALARMORY.COM/EDUCATION](http://WWW.VIRTUALARMORY.COM/EDUCATION) “online application” and “Student Guide to Success”

#### 4. REFERENCES

a. [WWW.VIRTUALARMORY.COM/EDUCATION](http://WWW.VIRTUALARMORY.COM/EDUCATION)

## **H. Test Preparation and Testing**

### **2. Student Guide to Success (SGS)**

#### **5. INPUT DATE**

01 September 2005

# **I. GED Test Preparation / High School Diploma Completion**

## **1. OVERVIEW**

a. You have an opportunity to get a high school equivalency credential while you are in the Army National Guard. A high school equivalency credential can help you in your civilian job and toward obtaining points for promotion in the Army National Guard.

## **2. ELIGIBILITY**

a. All members of the Army National Guard are eligible to take the GED Test.

## **3. GED (GENERAL EDUCATIONAL DEVELOPMENT) TEST**

a. The GED Test allows individuals to earn high school equivalency diplomas or certificates. The GED test covers five academic areas:



- (1) Language Arts / Reading
- (2) Language Arts / Writing
- (3) Science
- (4) Social Studies
- (5) Mathematics

b. Every state establishes passing score, residency and minimum age requirements. In New Jersey, the GED test takers must have a total passing score of 2250, with a minimum average score of 450 for each test of the individual tests, and no single test score can be below 410 on any one of the five tests.

c. With the exception of Part II of the Writing Skills Test, all questions of the GED Tests are multiple-choice. The questions range in difficulty from easy to hard and cover a wide range of subjects. The questions asked do not require you to remember specific facts about a subject. The test

simply surveys your ability to evaluate, analyze, and draw conclusions.

d. There are no residency requirements to take the GED.

e. In order to take the GED, a person must be at least 18 years of age and out of high school.

## **4. PRACTICE TEST**

a. You can acquaint yourself with the GED test by taking a free practice test. The practice exam will give you a good idea of what the actual test questions will be like. By taking the practice test on your own without pressure you will know what your chances are for passing the real exam.

## **5. CLASSES**

a. Instructional classes to prepare for the GED are available at local public high schools or community colleges.

## **6. STUDY GUIDES**

a. Study materials can be obtained through your local bookstore and or library.

## **7. REFERENCES**

a. [WWW.NJ.GOV/NJDED/STUDENTS/GED](http://WWW.NJ.GOV/NJDED/STUDENTS/GED)

## **8. INPUT DATE**

01 September 2005



## **J. Financial Aid / Scholarships**

### **1. OVERVIEW**

a. Financial Aid and Scholarships help to bridge the gap in the payment of college fees and tuition. There are many scholarship opportunities available to aspiring college students. Listed below are Army National Guard associated scholarship opportunities.

b. The NJARNG Education Center does not administer these scholarships. The following information is being provided as a compliment to the programs administered by the NJARNG Education Center.

### **2. FINANCIAL AID**

a. You do not have to be poor to qualify for aid, but you do have to prove your need for Financial Aid. You need to work closely with the institution's Financial Aid Office. The more you know about financial aid and the application process, the greater advantage for you.

b. The application for Financial Aid can be obtained either at your Institution's Financial Aid Office or online at:  
[WWW.FAFSA.ED.GOV](http://WWW.FAFSA.ED.GOV)

### **3. STUDENT LOAN REPAYMENT PROGRAM (SLRP)**

### **4. SCHOLARSHIPS**

a. There are two scholarships sponsored by the New Jersey National Guard organizations:

(1) The National Guard Association of New Jersey (NGANJ) Scholarship Award Program is open to New Jersey National Guard members, and dependents of active, retired or deceased members (with at least 20 years of service). Application deadline: 15 March, annually

b. The Enlisted Association of the National Guard of New Jersey sponsors the CSM Vincent Baldassari Memorial Scholarship Program . Application deadline: 15 April, annually.

c. The CSM Virgil R. Williams Scholarship Program sponsored by the Enlisted Association of the National Guard of the United States (EANGUS). Application deadline: 1 July, annually.

### **5. APPLICATION PROCESS**

a. Information concerning these scholarships is distributed by the Army Bulletin or Memorandum on an annual basis. Scholarship applications will be available after January 1<sup>st</sup> of each year. Check with your unit for information and applications. Or go to:  
[WWW.NJ.GOV/MILITARY/EDUCATION/SCHOLARS.HTM](http://WWW.NJ.GOV/MILITARY/EDUCATION/SCHOLARS.HTM)

### **6. REFERENCES**

a. [WWW.NJ.GOV/MILITARY/EDUCATION/SCHOLARS.HTM](http://WWW.NJ.GOV/MILITARY/EDUCATION/SCHOLARS.HTM)

b. [WWW.FAFSA.ED.GOV](http://WWW.FAFSA.ED.GOV)

### **7. INPUT DATE**

01 September 2005

## **K. DANTES, SOC Guard, ACE (Accreditation)**

### **1. OVERVIEW**

a. This chapter is designed to help the soldier to better understand some of the major organizations that have been mentioned in the Educational Services Brochure Booklet (ESB2). These organizations are but a few of the many that will be encountered while in the pursuit of the soldier's educational goals.

b. Defense Activity for Non-Traditional Education Support (DANTES), Soldiers Opportunity Colleges for the Guardsmen (SOC Guard), American Council on Education (ACE) are important organizations for a soldier navigating their educational pathway.

### **2. DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)**

a. DANTES mission is to support the off-duty, voluntary education programs of the Department of Defense and to conduct special projects and development activities in support of education-related functions of the Department.

b. DANTES provides support for all branches of the Armed Forces, through a variety of programs and activities. Therefore DANTES, due to the many programs it funds and oversees, may be best described as an umbrella organization that handles all civilian education related matters for the Department of Defense.

c. DANTES achieves its various missions by providing:

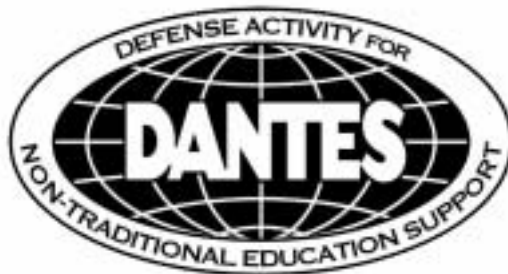
#### **(1) Examination Programs:**

(a) High School Equivalency - (e.g. GED Test) See. Chap. H

(b) College Admission - Examinations (e.g. ACT, SAT, GRE etc.) See. Chap. H

(c) College Credit Examinations - (e.g. CLEPs, DSSTs, ECEs etc) See. Chap. H

(d) Certification Examinations - (e.g. ASE and other certification exams made available to DANTES by 60 nationally recognized certification associations.) See. Chap. H



(2) Federal Tuition Assistance (FTA): (See. Chap. D for more information).

(3) Military Evaluation Program: Education Support Center (ESC) evaluation of military and civilian educational experience. See. Chap. E.

(4) Servicemembers Opportunity Colleges: 1,800 colleges and universities that help to provide educational opportunities for servicemembers and their families who are in pursuit of their educational goals. See below Paragraph. 3.

(5) Educational Support and Management of Programs:

## **K. DANTES, SOC Guard, ACE (Accreditation)**

(a) The development, publication and purchasing of educational materials to be distributed to education counselors and centers DoD wide.

(b) Assistance in transitioning from the military to the civilian world through programs like, Troops to Teachers (TTT) See. Chap. O. 1.

c. For more information about DANTES and the programs it supports, go to: [WWW.DANTES.DODED.MIL](http://WWW.DANTES.DODED.MIL)

### **3. SERVICEMEMBERS OPPORTUNITY COLLEGES FOR GUARDSMEN (SOC Guard)**

a. SOC Guard provides a link between higher education and Army National Guard (ARNG) supporting Guardsmen pursuing voluntary educational goals.

Through campus workshops, briefings and other activities SOC Guard tries to forge partnerships between the ARNG and its members with postsecondary institution to provide enhanced educational opportunities.

b. SOC Guard designs, develops and distributes cost-free marketing materials to ARNG education counselors, education services offices and other ARNG personnel.

c. SOC Guard provides a Help Line toll free for personnel looking for information and or advice about

education-related matters for service members and college administrators, at: 1-800-368-5622

d. For more information about SOCGuard, go to:

[WWW.SOC.AASCU.ORG](http://WWW.SOC.AASCU.ORG)

### **4. AMERICAN COUNCIL ON EDUCATION (ACE)**

a. The American Council on Education (ACE) serves as the major coordinating body for the higher educational institutions across the nation. ACE seeks to provide a leadership voice on key issues about higher education by influencing public policy, advocacy, research and program initiatives.

b. ACE officially recognizes regional, national, and specialized / professional accreditors who are responsible for the accreditation of all U.S. higher education institutions. The U.S. accreditation structure is decentralized and complicated. ACE is the organization that brings the accreditation process together as a cohesive whole.

c. ACE supports military personnel by publishing the Guide to the Evaluation of Educational Experiences in the Armed Services.

d. ACE's Military Evaluation Program provides guidance to colleges and universities for the awarding of college credit for learning acquired through the successful completion of:

(1) Formal military courses (e.g. PLDC, BNCOC etc.)



## **K. DANTES, SOC Guard, ACE (Accreditation)**

(2) Military occupational specialty (MOS) training (e.g. Administrative or Finance Specialist etc.)

e. ACE provides support for the Army/ACE Registry Transcript Service (AARTS). An AARTS transcript is an official documentation of military experiences and accurate records of applicable ACE credit recommendations to the student's institution.

f. For more information about ACE and the services it provides, go to:  
[WWW.ACENET.EDU](http://WWW.ACENET.EDU)

### **5. ACCREDITATION OVERVIEW**

a. What is accreditation and why is it important?

(1) The accreditation status of a college, university, or vocational institution gives a student an indication of its general quality. It means that the school has undergone an in-depth review, met certain standards and is found worthy of approval. Accreditation is performed by independent, non-governmental agencies. It assists students in making decisions by identifying schools worthy of investment.

(2) Seeking accreditation is entirely voluntary on the part of the institution. The initial accreditation process takes a long time—from two to 6 years or more. Most accrediting agencies require the school to be in operation for at least a few years before they begin the accreditation process. The best advice to an ARNG member is to attend a school accredited by and recognized by the U. S. Department of Education. The Web site which lists these agencies is:  
<http://www.ed.gov/offices/OPE/accreditation/natl agencies.html>. In order for a

ARNG member to receive Federal Tuition Assistance (FTA) or Federal Financial Aid, he/she must be attending a school accredited and recognized by the U. S. Department of Education.

b. Types of Accreditation - There are three basic types of recognized accreditation:

(1) *Regional Institutional Accrediting Agencies*. Regional accreditation is awarded to an institution by one of six regional accrediting agencies, each of which covers a specified portion of the United States and its territories. They are: Middle States, New England, North Central, Northwest, Southern and Western. If a college or university is regionally accredited, that means the institution as a whole has met the accrediting agency's standards. Most 4-year universities, public and private, as well as 2-year community colleges, are regionally accredited.

(2) *National Institutional and Specialized Accrediting Bodies*. There are 49 National Institutional and Specialized Accrediting Bodies. National Institutional Accrediting Bodies accredit schools which offer a wide diversity of subject matter and are national in their activities. Examples of these National Institutional Bodies are the Distance Education and Training Council (DETC), the Accrediting Commission for Career Schools and Colleges of Technology (ACCST), the Council on Occupational Education (COE), the Accrediting Association of Bible Colleges (AABC) and the Accrediting Council for Independent Colleges and Schools (ACICS).

(3) *Specialized / Professional Accreditation* - Applies to a single

## **K. DANTES, SOC Guard, ACE (Accreditation)**

department or program within a larger institution of higher education or it can apply to a school that only provides training in one specific field. The accredited unit may be as big as a college within a university or as small as a curriculum within a field of study. There are specialized / professional accrediting bodies in many fields, i.e., counseling, interior design, landscape architecture, library science, occupational therapy, engineering, family and consumer sciences, nursing, and teacher education. In some professional fields, you must have a degree or certificate from an accredited school or program in order to take qualifying exams or practice the profession.

### **c. What is the Main Difference in Attending a School that is Regionally Accredited Versus Nationally Accredited?**

(1) In both cases, the student is assured a basic level of quality education and services. In both cases, the student may qualify to receive federal financial aid and military tuition assistance. And a certificate or degree earned at an accredited school, whether regional or nationally accredited is likely to be recognized by employers as a legitimate credential.

(2) However, students should be aware that coursework taken at a regionally accredited institution is more likely to be transferable to other regionally accredited institutions. Although each institution makes its own decisions on transfer credits on a case-by-case basis, it is true that regionally accredited institutions in many cases (not all) do not choose to accept credit from nationally accredited schools.

## **6. REFERENCES**

1. [WWW.DANTES.DODED.MIL](http://WWW.DANTES.DODED.MIL)
2. [WWW.SOC.AASCU.ORG](http://WWW.SOC.AASCU.ORG)
3. [WWW.ACENET.EDU](http://WWW.ACENET.EDU)

## **7. INPUT DATE**

01 September 2005

## **L. Scams in higher education, Diploma Mills and Scholarship Scams**

### **1. OVERVIEW**

a. This chapter is designed to inform the potential and current soldiers who are pursuing their higher educational goals of the pitfalls of academic scams that cater to students' weaknesses. Scams include Test Prep Companies and Diploma Mills operate with the sole purpose of taking advantage of students pursuing their educational goals.

### **2. SCAMS IN HIGHER EDUCATION INFORMATION OVERVIEW**

a. There are many academic scams and ruses when dealing with higher education that exist to take your money, by claiming to deliver a good product.

b. Higher education scams exist because:

(1) Of the desire for quick and easy way to obtain a degree.

(2) Persuasive salespeople pushing their products.

(3) The use of misleading advertisements.

(4) The exploitation of consumers' lack of financial sophistication.

(5) No knowledge of academic accreditation and the legitimacy it brings to institutions.

### **3. TEST PREPARATION COMPANIES**

a. The goal of Test Prep Companies is to sell study materials / practice tests for college credit exams i.e. The CLEP®, in order to make a high profit at the expense of the targeted consumer.

b. The Test Prep Companies target military personnel, especially young members by giving them misleading information and false promises

c. False Claims of Test Prep Companies:

(1) Materials they sell are best available.

(2) Associate degree or 60 credits earned easily.

(3) All colleges grant credit for CLEPs® / DSSTs / ECEs.

(4) Companies claim that they are affiliated with DANTES, College Board, ETS or specific college(s).

(5) May use the CLEP®, FTA or MGIB logos.

(6) Encyclopedias or dictionaries they sell are essential to success in their program.

d. Reality of the Test Prep Companies:

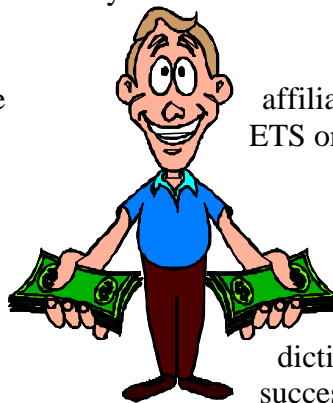
(1) The cost can be up to \$3,900.

(2) The materials used are inadequate, substandard and are available elsewhere.

(3) Sales reps DO NOT represent DANTES, CLEP® or any college.

(4) FTA or MGIB cannot be used

(5) Customer signs contract w/down payments, monthly installments





## **L. Scams in higher education, Diploma Mills and Scholarship Scams**

(6) Parent company and finance company are involved in the scam

e. Common problems with Test Prep Companies:

(1) The Company and salesmen engage in deception.

(2) Salesmen may have no authority to sell on-base or license to operate in state.

(3) May require payments before product is even delivered.

(4) The Company fails to tell the customer about the cooling-off period (3-7 days) within which a customer can cancel or even how to cancel.

(5) Salesperson cannot be reached after a sale has been made.

(6) The parent company selling the bogus prep material and the finance company in close alliance to complete the scam they:

(a) Provide no contract to customer, negating cooling-off period.

(b) Give false phone number to cancel.

(c) Provide no means to retain proof of cancellation.

(d) Threaten the loss of credit rating and or legal action.

### **4. QUESTIONS DEALING WITH TEST PREP COMPANIES**

a. What study aids are available?

(1) **Free** CLEP© Sample Tests at DANTES Test Centers

(2) College textbooks at base libraries and or college bookstores

(3) CLEP© Study Guides sold at chain bookstores

(4) DSST & ECE study materials on DANTES Web site

b. What should a soldier do if approached by a Test Prep Company?

(1) The soldier should contact NJARNG Education Center or financial advisor **before** signing any contract.

c. What should a soldier do if deceived?

(1) Have the contract set aside and seek restitution.

(2) Contact military legal office or financial advisor.

(3) Present copy of contract.

(4) Document in writing verbal promises if made by the salesperson.

(5) Alert College Board, Jeff Hiller, 212-713-8064 or [jhiller@collegeboard.org](mailto:jhiller@collegeboard.org)

(6) File complaint with the Federal Trade Commission: [www.ftc.gov](http://www.ftc.gov) or 877-FTC-HELP

d. What has the College Board (owner of the CLEP©) done to combat this scam?

(1) Posted warnings about this type of scam on: [www.collegeboard.com/clep](http://www.collegeboard.com/clep)  
Click on Students and Click on Warning.

(2) There is a printed CLEP© Prep Scams pamphlet you can obtain it by contacting Jeff Hiller who developed the Official Q & A's on Scams.

e. What does DANTES do?



## **L. Scams in higher education, Diploma Mills and Scholarship Scams**

(1) Presents briefings, handouts about academic scams

(2) DANTES has a Consumer Alert on its Web site [WWW.DANTES.DODED.MIL](http://WWW.DANTES.DODED.MIL) provides:

(a) DANTES article: CONSUMER ALERT!

(b) College Board's Official Q & A's

(c) Scam article from Ft Sill

(d) DoD Directives

(c) Have an ".edu" Web address  
(d) Boast of accreditation, i.e., "fully, nationally or worldwide accredited"

(3) They Tout that they are licensed by the state

(4) Rely on "portfolio assessments"

(5) Send e-mail messages to millions

(6) Forge diplomas from legitimate colleges and universities

(7) Issue diplomas from non-existing schools

(8) Grant their own phony degrees

(9) Prey on naïve foreign students

### **5. DIPLOMA MILLS**

a. A diploma mill is a college or university that is not properly accredited, Operate primarily to make money, Issues degrees without ensuring any actual education occurs.

b. Characteristics and Promises of Diploma Mills:

(1) May require no studying, tests, or papers.

(2) No buildings, classes or professors

(3) No legitimate accreditation

(4) May require "thesis," "dissertation," or online "coursework"

c. Common Practices of Diploma Mills:

(1) Advertise fraudulent degrees

(2) They have deceptive advertisements:

(a) Show stately building

(b) Post official "seal" on Web site

d. Extent of the Diploma Mill Problem:

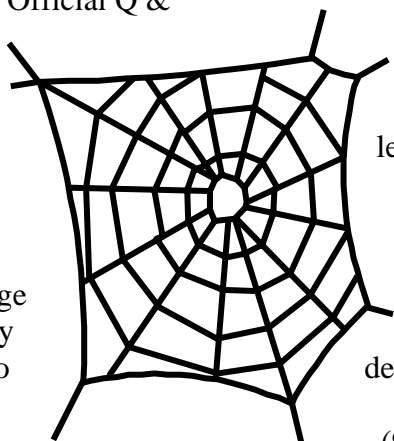
(1) According to *Bear's Guide to Earning Degrees by Distance Learning* there are **481** phony schools operating in the U.S.

(2) Diploma Milling is a multi-million dollar industry

(3) Advertise in newspapers, Internet, airline, magazines, military pubs throwing out a large net to grab as many customers as possible.

e. What is "Properly" accredited?

(1) Accredited by an accrediting body recognized by U. S. Dept of Education (DoE). See. Chap. K's Accreditation entry for a detailed description of the significance process of accreditation.



## **L. Scams in higher education, Diploma Mills and Scholarship Scams**

### **6. DEALING WITH DIPLOMA MILLS**

a. Why are Diploma Mills unable to be totally shut down?

(1) Some states have laws against them; and some do not *NOTE*: NJ maintains strict regulations pertaining to unaccredited schools.

(2) They avoid prosecution; relocating quickly to another state.

(3) Some states do not regulate the term “college” or “university.”

(4) Size and diversity of the online marketplace makes it easy to set up “college” (Diploma Mill) on the Internet.

b. Results of Diploma Mills:

(1) They pose a threat to legitimate schools.

(2) Dupe students into losing thousands of dollars

(3) Waste students’ time and energy (i.e., writing useless dissertations, thesis or summarization of \$25 textbook).

(4) Job loss, demotion, or criminal charges for possession of false academic credentials

c. Are all schools without proper accreditation Diploma Mills?

(1) No. Some schools choose not to be accredited, however students must be aware that:

(a) Credit cannot be transferred and employers may not accept degree.

### **7. USEFUL WEB SITES**

a. John Bear, Ph.D., leading authority on diploma mills:

<http://www.degree.net>

b. See for yourself how easy it is to set up bogus universities:

<http://www.angelfire.com/mo/EmirMohammed/university.html>

### **8. ARTICLES:**

See the Article “Fraudulent Degrees Are Big Business; Don’t Be a Victim.” on the following page for more information about Diploma Mills on Pg. L.5.-L. 6.

See “FastWebs’ Tips” article on the following page for more information about financial aide scams on pg. L. 7.

Degrees “R” Us

<http://www.contextmag.com/archives/200108/feature1degreesrus.asp>

States Struggle to Regulate Online Colleges

<http://chronicle.com/free/v47/i28/28a03401.htm>

### **9. REFERENCES**

a. [WWW.DANTES.DODED.MIL](http://WWW.DANTES.DODED.MIL)

b. “Scams in Higher Education”, DANTES code 10K May 2002

### **10. INPUT DATE**

01 September 2005

## **L. Scams in higher education, Diploma Mills and Scholarship Scams**

### **Fraudulent Degrees Are Big Business; Don't Be a Victim.**

By Carol Berry

Diploma Mills are notorious for imitating in superficial ways the structures and functions of legitimate degree programs. Conversely, there are many legitimate programs that offer nontraditional degrees in an effort to serve the needs of adult students. Therefore, it is difficult to develop a comprehensive list of characteristics that one can use to spot a Diploma Mill. Some characteristics students should look for are listed in this article. The following list is to be used with caution. It exemplifies the characteristics one may find (but not always) typical of Diploma Mills. Students are encouraged to beware and to investigate thoroughly any institution BEFORE beginning a program. Service members are encouraged to check with their Education Center, Lifelong Learning Center, or Navy College Office serving their installation before pursuing any program. Here are some characteristics of Diploma Mills:

1. The organization may have a name similar to a well-known college or university.
2. The address often suggests a prestigious location, but mail may only be received at a post office box or mail service. The organization may frequently change its address. There is no significant cluster of physical facilities; it operates from a single office or maybe private residence.
3. Full-time staff are few in number and lack qualifications appropriate for serving as professional educators or educational administrators. Part-time staff, most of whom are full-time with other organizations, are heavily used to provide instruction or academic services. Many or all faculty lack appropriate advanced degrees from recognized and accredited higher educational institutions or may have degrees from the Diploma Mill itself. Long lists of degrees typically follow the names of faculty.
4. There is little or no selectivity in admissions; frequently no admissions requirements are listed. Degree requirements, if any, are few and frequently unspecified.
5. Degrees ordinarily can be obtained in a time frame far shorter than that required for the completion of a program at a generally recognized and accredited institution.
6. Tuition and fees are usually on a per-degree basis. Assessment of learning outcomes or achievement is minimal or nonexistent.
7. The organization has no library or maintains inferior resources than that expected of a degree-granting institution.
8. Great emphasis is placed on granting credit for work experience and prior life experiences without appropriate mechanisms for assessing the experience in terms of college-level work. Sometimes the assessment is offered free to prospective students on a mail-order basis with an implied promise that more can be expected upon official enrollment.
9. Terms such as nontraditional, alternative, and innovative are used to gloss over a multitude of sins.

## **L. Scams in higher education, Diploma Mills and Scholarship Scams**

10. The words "state-authorized" or "state-approved" are used to suggest that the organization has undergone a process of academic review comparable to accreditation. The organization is not accredited by an agency recognized by the U. S. Department of Education. Promotional materials may, however, list agencies not recognized by Department of Ed.

The Education Center, Lifelong Learning Center, or Navy College Office is an excellent resource for Service members to use when assessing the legitimacy of an educational institution. The book, *Bear's Guide to Earning College Degrees by Distance Learning*, is another resource students may want to consult to avoid the pitfalls of enrolling in a Diploma Mill program.

## L. Scams in higher education, Diploma Mills and Scholarship Scams

FastWeb's Tips for Students

# Scams: What You Should Know



### Scholarship Scam Warning Signs

Watch out for the following claims companies will make in an effort to scam you:

- **"For a fee, we provide a comprehensive list of scholarships."** Don't spend money on a fee-based matching service. The biggest and best scholarship databases are available for free on the Web.
- **"Billions of dollars of award monies going unclaimed."** Statements about funds going unclaimed are simply untrue. If funds are available, students will compete for them.
- **"We have a money-back guarantee."** Legitimate scholarships are always competitive. No one can guarantee that you will win a scholarship.
- **"We need your credit card or bank account number"** No legitimate scholarship should require your credit card number or bank account numbers.
- **"We will do all the work"** To receive a scholarship students must complete the applications and essays themselves. No one else can do the work for them.

### Beware: Financial Aid Seminars

Some seminars charge fees for services or information you can obtain for free from another source. How can you tell if the seminar is a scam?

- While the presentation might be free, you are pressured to give them a check, checking account number or a credit card to sign up for the service.

- You are told that the program can adjust your income and/or assets to make it seem like you earn less money, thereby qualifying for more aid. Such practices are frequently illegal.

- You are told that they can only answer specific questions after you have paid the fee.

*\* A seminar being held at a local college or library does not make it legitimate. Be sure to check with your school counselor or financial aid advisor if you think the seminar might be a scam.*

### What If You Suspect a Scam?

1. Save all forms you receive from the suspect company. Keep copies of written details about the offer and any correspondence, e-mails or other paperwork. Make sure all materials are dated.
2. Take notes during the seminar and any phone conversations. Record the date, time, phone number and the person's name with whom you spoke. Also include a detailed account of your conversation.
3. Report the suspected scammer to any of the following organizations:

#### National Fraud Information Center (NFIC)

Fill out an online complaint form or call toll-free:  
Phone: 800-876-7060  
[www.fraud.org](http://www.fraud.org)

#### Federal Trade Commission (FTC)

Fill out an online complaint form or call toll-free:  
Phone: 877-FTC-HELP (1-877-382-4357)  
[www.ftc.gov](http://www.ftc.gov)

#### State Attorney General's Office

File your complaint with the Bureau of Consumer Protection in your state.

#### Better Business Bureau (BBB)

Be sure to have the address of the company about whom you are filing the complaint.  
Phone: 703-276-0100  
[www.bbb.org](http://www.bbb.org)

#### United States Postal Inspection Service (USPIS)

Phone: 800-654-8896  
[www.usps.gov/postalinspectors/fraud/welcome.htm](http://www.usps.gov/postalinspectors/fraud/welcome.htm)

**Remember: Financial aid shouldn't cost more than a postage stamp!**

**FastTip:** An official-sounding name does not mean a company is legitimate. Scams sometimes use words like "national" and "education" in their titles.

**Customized search of over  
\$1 billion in scholarships -  
for FREE!**

**[www.fastweb.com](http://www.fastweb.com)**

## **M. Commissioning Programs – Commissioned Officer and Warrant Officer**

### **1. OVERVIEW**

a. The following chapter contains information about desired and required educational goals for officer, warrant officer and enlisted personnel during their career ascension.

b. The following road maps below lay out three distinct career paths and the service schools that allow the soldier to advance to the next level. Education is a key, along with service schools toward a successful and fulfilling career in the New Jersey Army National Guard (NJARNG).

c. A soldier as an E-4 serving in the NJARNG for example, has several options / paths that s/he can pursue in the NJARNG. The soldier can continue on in the enlisted ranks and be the best enlisted soldier s/he can be. Army correspondence courses and an ESC evaluation leading toward a college degree would be the best course for an enlisted soldier to accumulate promotion points towards promotions and career advancement.

d. If the soldier feels s/he is ready for the challenges of leadership, perhaps receiving a commission and serving as a Commissioned or Warrant Officer is an option that should be considered. The following entries below list ways to receive a Commission.

e. The NJARNG Education Center does not administer any of the following programs, but can provide assistance in meeting the educational goals that are required to enter the following commissioning programs.

### **2. COMMISSIONED OFFICER PROGRAMS**

To become an officer, there are several commissioning programs that train and transform prospective candidates into the leaders of tomorrow.

Officer

Commissioning programs that are available to a prospective soldier are Officer Candidate School (OCS), Reserve Officer Training Corps (ROTC), and Direct Commissioning into Combat Arms, Service and/or Service Support (Basic Branch Officers) and Medical, JAG and Chaplain (Special Branch Officers)

#### **a. Officer Candidate School (OCS):**

For ARNG soldiers looking to become an officer OCS may be an option worth considering.



(1) Minimum requirements to enter an OCS Program:

(a) Age- 18-39, soldiers over 30 require a waiver.

(b)

Citizenship- Must be a citizen to be commissioned; or have submitted an application at the start of the course.

(c) GT Score- 110, re-tests are authorized.

(d) SAT/ACT- 850 SAT or 19 ACT; not older than 10 years, but not required if the soldier possess a degree.

## **M. Commissioning Programs – Commissioned Officer and Warrant Officer**

(Consult Chap. H.1., for more information about re-taking the SAT/ACT free of charge.)

(e) Education- 60 credits to start, (90 credits for Accelerated or Federal OCS); 90 credits to be commissioned, must provide official college transcripts.

(f) Medical- Must pass a Class II Commissioning physical.

(g) APFT- Must pass PT test and meet height / weight standards.

(h) Security Clearance- Must submit forms to initiate secret security clearance.

(i) Military Experience- Basic training and/ or AIT.

(j) Service Requirements- Extend or reenlist to an ETS date that will be after the course completion date.

(k) Letter of Recommendation- Letter from the unit commander.

(l) Selection- Pass and interview and a selection board.

(m) Officer Education- Must attend Officer Basic Course (OBC), within 24 months of commissioning.

(2) There are three OCS program options.

(a) Accelerated OCS Program- An 8 week course conducted by the National Guard Bureau twice a year starting in January to March and June to August, consisting of three Phases.

(b) Federal OCS Program- A 14 week course at Ft. Benning, GA. The Federal Program is selective and the soldier must attempt either the Accelerated or State Program options first.

(c) State (Traditional) OCS Program- A 16 month course conducted from March to the following June, involving three Phases, they are:

(i) Phase I, an initial two-week AT, Camp Rowland, Conn.

(ii) Phase II, one year of drill weekends

(iii) Phase III, a final two-week AT, Ft. Benning, Ga.

**NOTE:** According to NGB (AR) 600-100, para 9-7c: “Effective 1 October 1995, no person may be Federally Recognized in a grade above first lieutenant unless that person has been awarded a baccalaureate degree from an accredited educational institution.”

**b. Reserve Officer Training Corps (ROTC):** ROTC is a four year college program consisting of a two year Basic Course [Military Science (MS) I and II] which requires no obligation and a two year Advanced Course (MS III and IV) which requires an obligation. ROTC is an elective curriculum taken along with required college classes at participating schools, and upon completion the soldier receives a commission as a second lieutenant. ROTC can help with college tuition and costs, while also advancing the soldier’s career in the NJARNG. ROTC provides two options for soldiers looking to serve in the ARNG as a commissioned officer, they are:

(1) Simultaneous Membership Program (SMP)- ROTC SMP members are contracted MS III and IV (Juniors and Seniors) soldiers that serve in both their units (at the pay grade of E-5) and ROTC as Cadets. An SMP can receive the following financial assistance while participating in ROTC:

(a) If attending one of the 31 State schools, NJNGTP can be used to waive tuition.



## **M. Commissioning Programs – Commissioned Officer and Warrant Officer**

(b) ROTC Stipend **\$350** MS III  
and **\$450** MS IV

(c) E-5 Pay (or above) **\$200** +

(d) Montgomery GI BILL

Benefits (May collect one of the following  
MGIB benefits if eligible)-

(i) MGIB-AD **\$1,004** or  
**\$816** (See Chapter C. 1. for eligibility  
info.)

(ii) MGIB-REAP **\$400**,  
**\$600**, **\$800** (see Chap. C. 3. for eligibility  
info.)

(iii) MGIB-SR **\$288** (see  
chapter C. 2 for eligibility info.)

(e) Commissioning Program  
Kicker **\$350** (May be eligible for this  
incentive only if eligible for one of the  
above MGIB benefits. See chapter C. 4.  
for more info.)

(2) Guaranteed Reserve Forces  
Duty Contract (GRFD)- Sign a service  
obligation of 4 years to the ARNG. GRFD  
soldiers enroll into the ROTC SMP  
receive:

(a) Full two-year scholarship at  
soldier's institution

(b) A stipend- **\$350**

(c) E-5 Drill pay, as a Cadet

(d) Book allowance **\$600**  
annually

**NOTE:** GRFD participants under ARNG  
(10 USC 2107) scholarship (2G or 4G)  
may not receive MGIB-SR 1606 benefits.

(3) ROTC Host Schools in NJ and  
PA:

(a) Rutgers University- New  
Brunswick-

(i) Middlesex CC

(ii) Brookdale CC

(iii) Raritan Valley CC

(b) Drexel University-

(i) Camden CC

(ii) Cumberland CC

(iii) Gloucester CC

(iv) La Salle U

(v) St. Joseph's U

(vi) Rowan U

(vii) Rutgers-Camden

(viii) University of Penn.

(ix) University of the  
Sciences Stockton

(c) Seton Hall University-

(i) Bergen CC

(ii) Bloomfield

(iii) Caldwell Col.

(iv) Drew U.

(v) Essex CC

(vi) Fairleigh Dickinson U.

(vii) Hudson CC

(viii) Jersey City State  
Col.

(ix) Kean U.

(x) Montclair U.

(xi) Morris CC

(xii) Passaic CC

(xiii) Ramapo Col.

(ix) Rutgers-Newark

(x) Saint Peter's Col.

(xi) Stevens Institute of  
Technology

(xii) Sussex CC

(xiii) Union CC

(xiv) William Paterson U.

(xv) NJIT

(d) Princeton University-

(i) The College of New  
Jersey

(ii) Mercer CC

## **M. Commissioning Programs – Commissioned Officer and Warrant Officer**

c. **Direct Commission (Basic Branch Officers):** A soldier cannot request to receive a direct commission, only a nomination from their chain of command can allow a soldier to be considered.

(1) **Recommendations-** All soldiers must have letters of recommendation from their company and battalion commander. The recommendations must contain objective details outlining:

- (a) Traits
- (b) Actions
- (c) Skills
- (d) Experience
- (e) Characteristics
- (f) Training
- (g) Education

That deems the soldier exceptionally qualified to receive a direct appointment.

(2) **Age-** 22 minimum, maximum age of 30, TAG waiver to age 35, NGB waiver to age 40.

(3) **Citizenship-** Must be a citizen, by birth or naturalization. Copy of Birth Certificate and Social Security Card, to be commissioned.

(4) **GT Score-** 110 or higher.

(5) **Education-** Baccalaureate degree from an accredited university, accompanied with official transcripts.

(6) **Medical-** Must pass a Chapter 2 physical at Ft. Dix MEPS and must state “for Commissioning.”

(7) **Service Requirements-** Soldiers must have served a minimum of 24 months of active service in a federally

recognized army unit (includes Guard/Reserve) and have served at least 12 months in an active ARNG unit. Certified copy of 2-1 file required.

(8) **Leadership Experience-** Soldiers must show documented leadership experience. This takes the form of NCOERS, AERs (DA 1059) and/or documented civilians leadership experience.

(9) **Security Clearance-** Recommended soldiers must have a final secret clearance. Appointment on an interim clearance can be requested in writing as long as documentation proving the application has been submitted is available. Security clearance information can be obtained from DPCS-OP at (609) 562-0658.

(10) **Rank and Training-** Soldiers with a rank of E-4 and above with at least PLDC can be considered.

(11) **APFT-** Soldier must show proof of passing the APFT with a certified DA 705 within 9 month, a score of 210 is recommended.

### **d. Direct Commission (Special Branch Officers):**

(1) **Medical-** Based on a soldiers education, experience and background s/he may be eligible for a Direct Commission with the rank of Lieutenant or Captain. Civilian healthcare training and credentials are recognized by the NJARNG. Soldiers may be required to attend Army Medical Department (AMEDD) Officer Basic Course (OBC)

(a) **General Requirements:**

## **M. Commissioning Programs – Commissioned Officer and Warrant Officer**

(i) Soldier must be a U.S. citizen.

(ii) Possess a current and unrestricted license in a specific medical specialty.

(iii) Two-week OBC for clinicians

(iv) Meet specialty specific requirements.

(2) JAG (Judge Advocate General)

(3) Chaplain-

(4) Contact Information for the above listed branches is:

Carmen Tucker  
MAJ, MS, NJARNG  
Special Branch Recruiting Officer  
Office: (609) 562-0719  
Email: [Carmen.tucker@nj.ngb.army.mil](mailto:Carmen.tucker@nj.ngb.army.mil)

### **3. WARRANT OFFICER COMMISSIONING PROGRAM**

a. A Warrant Officer is an officer appointed by warrant by the Secretary of the Army, based on a sound level of technical and tactical competence. A warrant officer is a **highly specialized expert** and trainer, who, by gaining progressive levels of expertise and leadership, operates, maintains, administers, and manages the Army's equipment, support activities or technical systems for an entire career.

b. Warrant Officer Requirements:

(1) GT Score- 110 or higher, can be re-tested.

(2) APFT- Pass standard a APFT test and meet height and weight requirements for AR 600-9. A waiver of the standard 3 event APFT will be considered on a case-by-case basis by the respective proponent.

(3) Security Clearance-  
Recommended soldiers must have a final secret clearance. Appointment on an interim clearance can be requested in writing as long as documentation proving the application has been submitted is available. Security clearance information can be obtained from DPCS-OP at (609) 562-0658.

(4) Medical- Must pass a Chapter 2 physical at Ft. Dix MEPS and must state "for Commissioning."

(5) Citizenship- Be a citizen, by birth or naturalization, to be commissioned.



(6) Education- Possess a High School Diploma or equivalent, and have 6 college credits in English for Technical Warrant Officer (WO). AG Warrant Officers need 30 college credits to include the above required credits in English.

(7) Medical- Must pass a Chapter 2 physical at Ft. Dix MEPS and must state "for Commissioning." Aviation requires passing a flight physical.

## **M. Commissioning Programs – Commissioned Officer and Warrant Officer**

(8) Age- Up to 46, E-8 and E-9 up to 48, for Aviation 18-29, waivers are possible.

(9) Letters of recommendation- Battalion, Unit, and Major Support Command Commanders, and a Senior WO in your CMF.

(10) Rank- E-4 (p) can be waived, BNCOC recommended.

(11) MOS- Must possess feeder MOS or civilian experience for the WO specialty (Aviation requires no feeder MOS, but require a score of 90 on AFAST Test); each specialty has additional requirements.

(12) Experience- 4-6 years in MOS desired, civilian acquired skills are acceptable

### **c. Warrant Officer Candidate Education for Technical WOs-**

(1) WOCS for Technical WOs is at Ft. Rucker Alabama, then WOs attend Warrant Officer Basic Course (WOBC) at respective proponents within two years of WOCS.

### **d. Warrant Officer Candidate Education for Aviation WOs-**

(1) WOCS for Aviation WOs is at Ft. Rucker, Alabama, then attend Initial Entry Rotary Wing (IERW) also at Ft. Rucker, Al.

## **4. USEFUL CONTACTS**

a. 2LT Joseph Gagnon  
Officer Strength Manager  
Office: (609) 562-0711

Email: [Joseph.Gagnon@nj.ngb.army.mil](mailto:Joseph.Gagnon@nj.ngb.army.mil)

b. MAJ Carmen Tucker  
MS, NJARNG  
Special Branch Recruiting Officer  
Office: (609) 562-0719  
Email: [Carmen.tucker@nj.ngb.army.mil](mailto:Carmen.tucker@nj.ngb.army.mil)

c. CW2 Glenn Eckenrode  
QM, NJARNG  
Warrant Officer Strength Manager  
Officer: TBD  
Email: [Glenn.Eckenrode@us.army.mil](mailto:Glenn.Eckenrode@us.army.mil)

## **5. INTERNET LINKS**

## **6. INPUT DATE**

01 September 2005

## N. Job search / Career

### 1. Troops To Teachers (TTT)



#### 1. OVERVIEW

- a. TTT is a U.S. Department of Education program, operated by the Department of Defense with the goal of recruiting quality teachers to serve in low-income school districts.
- b. TTT is designed to help relieve teacher shortages in in-demand subject areas of math, science, special education, as well as other shortage prone subject areas.
- c. The TTT program helps to assist in the transition of military personnel into a second career in teaching.
- d. TTT provides Referral and Placement Assistance as well as Financial Assistance for those soldiers that meet the program's requirements.
- e. TTT is a transition program provided to eligible ARNG members by DANTES, and is not administered by the NJARNG Education Center. The following information is being provided as a compliment to the programs administered by the ARNG Education Center.

#### 2. TTT REFERRAL AND PLACEMENT ASSISTANCE

a. TTT provides the following services to eligible applicants:

(1) Access to State Offices for guidance on becoming a certified teacher and placement assistance thereafter.

(2) Job referral process on the Internet.

(3) Posting of a mini-resume to school district recruiters.

(4) Access to the TTT Bulletin Board where other TTT participants can exchange messages.

(5) Access to the MENTOR Connection to meet other TTT participants for hints on the transition into teaching as a second career.

(6) Eligibility requirements for TTT's Referral and Placement Assistance can be found in the "**ELIGIBILITY FOR TTT SERVICES**" section below.

## N. Job search / Career

### 1. Troops To Teachers (TTT)

#### 3. FINANCIAL ASSISTANCE

a. TTT's Financial Assistance provides:

(1) a \$5,000 dollar stipend for expenses related to teacher certification costs, in exchange for three years of teaching in a "high-need" district; or,

(2) a \$10,000 bonus to teach for three years in a school with a high percentage of students from low income families.

(3) Eligibility requirements for TTT's Financial Assistance can be found in the "**ELIGIBILITY FOR TTT SERVICES**" section below.

#### 4. ELIGIBILITY FOR TTT SERVICES

##### *Referral and Placement Assistance*

##### a. Service Requirements:

(1) The soldier must be retired.

(2) Active Duty soldiers having separated from the military with six or more years of service on or after October 1, 1990

(3) Army National Guard soldiers must have six or more years of good service towards retirement.

(4) The soldier's character of service must be honorable at the time of separation.

##### b. Educational Requirements:

(1) The soldier must possess a Bachelor's or advanced degree from an accredited institution; or,

(2) Possess one year of college along with six years experience of work in a vocational or technical field; or,

(3) Meet the vocational/technical requirements for teacher referral by the state.

##### *Financial Assistance*

##### c. Service Requirements:

##### (1) Active Duty Soldiers:

(a) Retired from Active Duty.

(b) Member of Active Duty

with approved retirement date of one year or less.

(c) Separated on or after January 8, 2002 for a physical disability. Soldiers must register within four years after separation.

##### (2) Reserve Component Soldiers:

(a) Retired from the Selected Reserve.

(b) Selected Reserve soldiers with 10 or more years of creditable service towards retirement and commit to serving an additional three years, or until eligible for retirement.

(c) Selected Reserve soldiers due to a physical disability on or after January 8, 2002.

(d) Individuals transitioning from active duty on or after January 8, 2002, and have served six years on Active Duty immediately before separation, and

## **N. Job search / Career**

### **1. Troops To Teachers (TTT)**

commit to three years with a Selected Reserve unit.

a. [WWW.PROUDTOSERVEAGAIN.COM](http://WWW.PROUDTOSERVEAGAIN.COM)

**NOTE:** For (c) and (d) soldiers must register within four years after separation.

#### **8. INPUT DATE**

01 September 2005

#### **d. Educational Requirements:**

(1) These are satisfied by the same criteria under Referral and Placement Assistance.

e. Soldiers can also judge their eligibility for TTT by going to: [WWW.PROUDTOSERVEAGAIN.COM](http://WWW.PROUDTOSERVEAGAIN.COM) under the section “Self Determination Guide”

#### **5. HOW TO**

a. Download the TTT Information and Registration Packet form from: [WWW.PROUDTOSERVEAGAIN.COM](http://WWW.PROUDTOSERVEAGAIN.COM)

b. The Information and Registration packet will provide all the necessary forms for enrolling in the TTT program.

#### **6. CONTACT INFORMATION**

##### **a. Address:**

DANTES Troops to Teachers  
6490 Saufley Field Road  
Pensacola, FL 32509-5243

##### **b. Website:**

[WWW.PROUDTOSERVEAGAIN.COM](http://WWW.PROUDTOSERVEAGAIN.COM)

##### **c. New Jersey's TTT Contact:**

Email - [TTTNJ@DOE.STATE.NJ.US](mailto:TTTNJ@DOE.STATE.NJ.US)  
Phone - 1-800-680-0884

#### **7. REFERENCES**



## **N. Job search / Career**

### **2. Helmets To Hardhats (HTH)**



#### **1. OVERVIEW**

a. HTH is a program designed to aid the transition of military personnel leaving Active Duty after separation or Reserve Component soldiers who are looking to change careers and or enter into the workforce for the first time outside of the armed forces.

b. HTH is a direct connection between current and separated military personnel and the construction industry who are looking for disciplined, highly motivated workers with great work ethics. These qualities that are sought make current and separated soldiers a valuable employee source.

c. HTH makes available careers, both on the manual (e.g. carpenters and plumbers) and non-manual (e.g. project managers and civil engineers) career areas of the construction industry.

d. HTH is a transition program administered by Center for Military Recruitment, Assessment, and Veterans Employment to eligible servicemembers and is not administered by the NJARNG Education Center. The following information is being provided as a complement to the programs administered by the NJARNG Education Center.

#### **2. ELIGIBILITY**

a. All transitioning military personnel and Reserve Component soldiers are eligible to register for HTH.

b. Upon completion of a comprehensive personal profile online at: [WWW.HELMETSTOHARDHATS.COM](http://WWW.HELMETSTOHARDHATS.COM), a better picture of the soldiers eligibility for job placement and assistance will be determined.

c. MGIB education benefits can be used in conjunction with their apprenticeship training programs. Consult

Chap. C. 4. for OJT / Apprenticeship payment rates.

#### **3. HOW TO**

a. To apply for career placement assistance through HTH go to, [WWW.HELMETSTOHARDHATS.COM](http://WWW.HELMETSTOHARDHATS.COM)

b. Follow the instructions for filling out a personal profile with HTH.

c. Upon completion of a comprehensive personal profile and HTH will assist the soldier in connecting with

## **N. Job search / Career**

### **2. Helmets To Hardhats (HTH)**

unions and contractors submission of applications to interested unions.

d. HTH will connect the soldier with an interested trade organization along with instructions on the following steps.

#### **4. CONTACT INFORMATION**

a. Website:

[WWW.HELMETSTOHARDHATS.ORG](http://WWW.HELMETSTOHARDHATS.ORG)

b. Email:

[INFO@HELMETSTOHARDHATS.ORG](mailto:INFO@HELMETSTOHARDHATS.ORG)

c. Phone:

1-866-741-6210

#### **5. REFERENCES**

a. [WWW.HELMETSTOHARDHATS.ORG](http://WWW.HELMETSTOHARDHATS.ORG)

#### **6. INPUT DATE**

01 September 2005

## **O. Military Education (Correspondence courses, Skill Soft etc.)**

### **1. OVERVIEW**

a. The programs listed below are designed to further the soldier's military career through professional development.

### **2. ARMY CORRESPONDENCE COURSE PROGRAM (ACCP)**

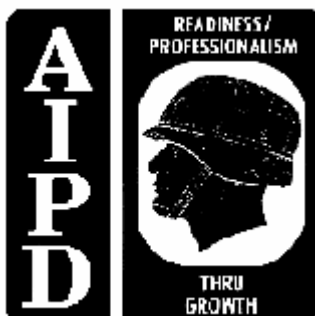
1,500 on-line courses in:

- (1) Business
- (2) Information Technology
- (3) Interpersonal Skills
- (4) Leadership

a. Army Correspondence Courses are a great way to earn promotion points towards a promotion and increase the soldier's knowledge of their particular MOS and other MOS's.

#### **b. Eligibility:**

(1) New Jersey Army National Guard soldiers are eligible to take Army Correspondence Courses.



b. Army e-Learning also provides over 40 certification programs including:

(1) Microsoft Certified Systems Engineer

(2) Information Systems Security

(3) Security +

(4) Cisco

(5) Oracle

(6) Project Management

#### **c. How to apply:**

(1) Application and enrollment can be accomplished by going to the Army's Correspondence Course Program website: [WWW.ATSC.ARMY.MIL/ACCP/AIPDEW.ASP](http://WWW.ATSC.ARMY.MIL/ACCP/AIPDEW.ASP)

(2) Follow all application and enrollment instructions.

#### **d. Value of Army Correspondence Courses-**

(1) 5 ACCP credit hours = 1 Retirement Point.

(2) 75 Point Maximum or 375 ACCP credit hours towards promotion.

c. Army e-Learning provides the following services to it's students:

(1) State-of-the-art courses

(2) On-Line subject matter experts and mentors available 24/7

(3) On-Line meeting rooms, white boards and chat rooms with other students

### **3. ARMY E-LEARNING**

a. The Army e-Learning program offers



(4) Large technical library of articles, white

## **O. Military Education (Correspondence courses, Skill Soft etc.)**

papers and recorded seminars conducted  
by industry's leading experts.

(5) Management reports – ATRRS  
and e-Learning.

### **d. Eligibility:**

(1) New Jersey Army National  
Guard soldiers are eligible to enroll in  
Army e-Learning.

### **e. Value of Army e-Learning-**

(1) Promotion Points for Enlisted  
personnel – 1 point for every 5 hours of  
training

(2) College Credit (ACE) - 6  
modules = 2 credits

## **4. INPUT DATE**

01 September 2005

## Appendix A. DEFINITIONS OF TERMS

The following terms are mentioned in this guide and are among those often used by college officials and in college catalogs.

a. **Accreditation:** the recognition given to an educational institution that has met certain academic standards and requirements. The Middle States Association of Colleges and Schools is the overall accrediting body for most New Jersey colleges. Certain professional associations accredit college programs in specific fields (such as nursing or business administration).

b. **Arts and Sciences:** See Liberal Arts below.

c. **Auditing:** Sitting in on a class without earning credit for that class.

d. **Bachelor's (Baccalaureate) Degree:** Formal award usually requiring four years of full-time study (or the equivalent in part-time work) in a program of at least 120 credits.

e. **Concentration:** A certain number of course/credits in a particular academic area that is more specialized than the general degree program. For example, a student with a concentration in plant pathology within a botany degree program may have had to complete a number of courses in the subject.

f. **Credit:** Unit of measure used by colleges for counting and recording work completed by a student. Usually, one credit hour represents one hour of instruction per week in a given subject.

g. **Elective:** A course that is chosen by the student, compared with one that is required by the college and/or department. Usually upper-division

students (juniors and seniors) have more opportunity to choose electives than lower-division students (freshman and sophomores).

h. **Full-time Student:** A student taking a minimum of 12 credits (or 12 semester or quarter hours) per academic term or the equivalent.

i. **General Education Requirement:** Liberal arts courses required of all degree-seeking students, regardless of the degree being pursued, such as courses in English, fine arts, languages, mathematics and sciences. The purpose of these required courses is to provide a broad cultural background (see Liberal Arts).

j. **Liberal Arts:** The studies and courses designed chiefly to provide general knowledge rather than specific vocational skills. Liberal arts courses include subjects such as language, philosophy, history, literature, and those included under general education above.

k. **Major (field of study):** The area of emphasis and specialization in collegiate study selected by the student. Colleges usually require approximately one-fifth or more of the student's courses to be taken in the department of the major field chosen by the student.

l. **Matriculated Student:** A student accepted by a college to pursue study toward a degree (on either a full or part-time basis).

m. **Non-Matriculated Student:** A student not formally accepted by a college for study toward a degree but allowed to enroll in a limited number of courses; a

## **Appendix A. DEFINITIONS OF TERMS**

non-matriculated may later apply for matriculated status.

**n. Occupational Program:**

Educational programs that are directly related to preparation for employment or for additional preparation (upgrading and retraining) for a career that requires other than a baccalaureate or advanced degree.

**o. Option:** A concentration within a certain program area; for example, at some community colleges, a student in the liberal arts A.A. transfer program may select a social work option.

**p. Prerequisite:** A course that must be completed satisfactorily before one can enroll in an advanced or succeeding course.

**q. Specialization:** See Concentration and Major above.

**r. Vocational:** See Occupational Programs above

### **1. INPUT DATE**

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## Appendix B. Internet links

### **Virtual Armory's Website**

<http://www.virtualarmory.com>

### **The VA's MGIB Website**

<http://www.gibill.va.gov>

### **The College Board**

<http://www.collegeboard.com>

### **Information for International Students**

<http://www.edupass.org>

### **Air Command and Staff College**

<http://www.acsc.au.af.mil>

### **Air Force Institute for Advanced Distributed Learning**

<http://www.maxwell.af.mil/au/afiadl>

### **Air Force Institute of Technology**

<http://www.afit.edu>

### **Air Force Education Services Program**

<https://afvec.langley.af.mil/afvec/>

### **Air Force Officer Accession and Training Schools**

<http://www.afoats.af.mil>

### **Air Force ROTC**

<http://www.afoats.af.mil/AFROTC/EnlistedCommissioning/Default.htm>

### **Air Force Senior NCO Academy**

<http://www.au.af.mil/au/cepme/sncoa/sncoa.htm>

### **Air University**

<http://www.maxwell.af.mil>

### **Air War College**

<http://www.au.af.mil/au/awc/awchome.htm>

### **Army/ACE Registry Transcript System (AARTS)**

<http://aarts.army.mil>

### **Army Command and General Staff College**

<http://www-cgsc.army.mil>

### **Army Education**

<https://www.armyeducation.army.mil>

### **Army Emergency Relief Education Programs**

<http://www.aerhq.org/education.asp>

### **Army ROTC Green to Gold Program**

<http://147.248.153.211/scholarships/green/>

### **Army Management Staff College**

<http://www.amsc.bevoir.army.mil>

### **Army Sergeants Major Academy**

<http://usasma.bliss.army.mil>

### **Army Spouse Education Assistance Program**

[http://www.aerhq.org/education\\_spouseeducation.asp](http://www.aerhq.org/education_spouseeducation.asp)

### **Army War College**

<http://carlisle-www.army.mil>

### **Army University Access Online (eArmyU.com)**

<http://earmyu.com>

### **Broadened Opportunity for Officer Selection and Training (BOOST)**

<https://otcn.cnet.navy.mil/boost/index.cfm>

### **Coast Guard Chief Petty Officers Academy**

<http://www.cga.edu ldc/chiefpettyofficeracademy/cpoa.htm>

### **Coast Guard Institute (includes Voluntary Education)**

<http://www.uscg.mil/hq/cgi/index.html>

### **Coast Guard Leadership Development Center**

<http://www.cga.edu ldc/ldc.htm>

### **Coast Guard's Pre-commissioning Program for Enlisted Personnel**

<http://www.uscg.mil/hq/capemay/eopprograms.htm>

### **Community College of the Air Force (CCAF)**

<http://www.maxwell.af.mil/au/ccaf>

### **DANTES**

<http://www.dantes.doded.mil>

### **Defense Language Institute**

<http://www.dlilc.edu/>



## Appendix B. Internet links

### **Defense Information School**

<http://www.dinfos.osd.mil>

### **DoD Education Activity – School system for children of Service members/DoD employees**

<http://www.odedodea.edu>

### **DoD Voluntary Education Site**

<http://www.voled.doded.mil>

### **Joint Military Intelligence College**

<http://www.dia.mil/Jmic/index.htm>

### **Marine Corps Command and Staff College**

<http://www.mcu.usmc.mil/csc>

### **Marine Corps Institute**

<https://www.mci.usmc.mil/newmci/default.asp>

### **Marine Corps Lifelong Learning Program**

[http://www.usmc-mccs.org/perssvc/Life\\_Learn/life\\_learn\\_main.asp](http://www.usmc-mccs.org/perssvc/Life_Learn/life_learn_main.asp)

### **Marine Corps Staff Non-Commissioned Officers Academy**

<http://www.mcu.usmc.mil/sncoa/index.cfm>

### **Marine Corps University**

<http://www.mcu.usmc.mil>

### **Marine Corps War College**

<http://www.mcu.usmc.mil/mcwar/default.cfm>

### **National Defense University**

<http://www.ndu.edu>

### **Naval Medical Education and Training Command**

<https://nshs.med.navy.mil>

### **Naval Postgraduate School**

<https://www.nps.navy.mil>

### **Naval War College**

<http://www.nwc.navy.mil>

### **Navy College Program**

<https://www.navycollege.navy.mil>

### **Navy College Program for Afloat College Education**

<https://www.navycollege.navy.mil/ncp/pace.html>

### **Navy E-Learning**

<http://www.navylearning.navy.mil>

### **Navy Enlisted Programs**

[http://www.cnet.navy.mil/enlisted\\_programs.html](http://www.cnet.navy.mil/enlisted_programs.html)

### **Navy/Marine Corps Relief Society Education Programs**

<http://www.nmcrs.org/education.html>

### **Navy Officer Programs**

[http://www.cnet.navy.mil/officer\\_programs.html](http://www.cnet.navy.mil/officer_programs.html)

### **Navy ROTC**

<https://www.nrotc.navy.mil>

### **Navy Seaman to Admiral Program**

[http://www.cnet.navy.mil/seaman\\_admiral.html](http://www.cnet.navy.mil/seaman_admiral.html)

### **Navy Senior Enlisted Academy**

<http://www.wnt.cnet.navy.mil/sea>

### **Sailor/Marine ACE Registry Transcript (SMART)**

<https://smart.cnet.navy.mil>

### **Servicemembers Opportunity Colleges**

<http://www.soc.aascu.org/>

### **Uniformed Services University of the Health Sciences**

<http://www.usuhs.mil>

### **United Services Military Apprenticeship Program**

<https://www.cnet.navy.mil/usmap>

### **U.S. Air Force Academy**

<http://www.usafa.af.mil>

### **U.S. Coast Guard Academy**

<http://www.cga.edu/>

### **U.S. Merchant Marine Academy**

<http://www.usmma.edu/>

### **U.S. Military Academy (West Point)**

<http://www.usma.edu>

### **U.S. Naval Academy**

<http://www.usna.edu>

### **1. INPUT DATE**

01 September 2005

## **Appendix C. BIBLIOGRAPHY OF USEFUL PUBLICATIONS FOR FURTHER READING**

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College Board. College Handbook, 42<sup>nd</sup> Edition. New York, New York. The College Board, 2004.

Index of Majors & Graduate Degrees, 27<sup>th</sup> Edition. New York, New York. The College Board, 2004.

College Cost & Financial Handbook, 25<sup>th</sup> Edition. New York, New York. The College Board, 2004.

Hunter, Ronald and Tankovich, B. Margaret. The You Can Guide to Paying for Your College Education. Uniformed Services Almanac, Inc., 2004.

Oram, A. Fern, ed. Peterson's Graduate & Professional Programs An Overview, Book #1  
39<sup>th</sup> Edition. United States of America. Thompson & Peterson, 2004.

Peterson's Guide to Distance Learning Programs. United States of America. Thompson & Peterson, 2003.

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### **INPUT DATE**

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## **Appendix D. Useful Acronyms List**

<b>A.A.</b>	Associate of Arts	<b>ACE</b>	American Council on Education
<b>AAACE</b>	American Association for Adult and Continuing Education	<b>ACE</b>	American Council on Exercise
<b>AAB</b>	American Society of Bioanalysts	<b>ACEG</b>	Association for Counselors and Educators in Government
<b>AABC</b>	American Association of Bible Colleges	<b>ACES</b>	Army Continuing Education System
<b>AACRAO</b>	American Association of Collegiate Registrars and Admission Officers	<b>ACICS</b>	Accrediting Commission for Independent Colleges and Schools
<b>AACC</b>	American Association of Community Colleges	<b>ACME</b>	Advisory Council on Military Education
<b>AACU</b>	Association of American Colleges and Universities	<b>ACSW</b>	Academy of Certified Social Workers
<b>AAHE</b>	American Association for Higher Education	<b>ACT</b>	ACT Assessment Program (formerly American College Testing Assessment Program)
<b>AAMA</b>	American Association of Medical Assistants	<b>ACT-PEP</b>	American College Testing Proficiency Exam Program (no longer in existence)
<b>AARTS</b>	Army/American Council on Education (ACE) Registry Transcript Service	<b>ADSD</b>	Active Duty Service Date
<b>AARTS</b>	Association of Advanced Rabbinical and Talmudic Schools	<b>AEA</b>	Adult Education Association
<b>A.A.S.</b>	Associate of Applied Science	<b>AEC</b>	Army Education Center
<b>AASCU</b>	American Association of State Colleges and Universities	<b>AERA</b>	American Education Research Association
<b>A.B.</b>	Artes Baccalaureus	<b>AFB</b>	Air Force Base
<b>ABC</b>	Association of Boards of Certification – Uniform for Reciprocity	<b>AFCT</b>	Armed Forces Classification Test
<b>ABGD</b>	American Board of General Dentistry	<b>AFHPSP</b>	Armed Forces Health Professions Scholarship Program
<b>ACA</b>	American Counseling Association	<b>AFIS</b>	Armed Forces Information Service
<b>ACCSCCT</b>	Accrediting Commission for Career Schools and Colleges of Technology	<b>AFQT</b>	Armed Forces Qualification Test
		<b>AFRC</b>	Air Force Reserve Command

## **Appendix D. Useful Acronyms**

<b>AFRES</b>	Air Force Reserve Forces	<b>ASPPB</b>	Association of State and Provincial Psychology Boards
<b>AFROTC</b>	Air Force Reserve Officers Training Corps	<b>ASQ</b>	American Society of Quality
<b>AFRTS</b>	Armed Forces Radio and Television Services	<b>ASTD</b>	American Society for Training and Development
<b>AGR</b>	Active Guard and Reserves	<b>ASVAB</b>	Armed Services Vocational Aptitude Battery
<b>AIPE</b>	Accredited Institutions of Post-Secondary Education	<b>ATCO</b>	Alternate Test Control Officer
<b>ALC</b>	Army Learning Center	<b>ATP</b>	Admissions Testing Program
<b>AMT</b>	American Medical Technologists	<b>ATS</b>	Association of Theological Schools in the U.S. & Canada
<b>ANCC</b>	American Nurses Credentialing Center	<b>B.A.</b>	Bachelor of Arts
<b>ANG</b>	Air National Guard	<b>BCEN</b>	Board of Certification of Emergency Nurses
<b>AOCS</b>	Aviation Officer Candidate School	<b>BCSP</b>	Board of Certified Safety Professionals
<b>APT</b>	Army Personnel Testing	<b>B.D.</b>	Bachelor of Divinity
<b>AR/ARI</b>	Arithmetic Reasoning (ASVAB Score)	<b>BDCP</b>	Baccalaureate Degree Completion Program
<b>ARNG</b>	Army National Guard	<b>BDFS</b>	Bachelor Degrees for Soldiers
<b>ARNGESC</b>	Army National Guard Education Support Center	<b>B.G.S.</b>	Bachelor of General Studies
<b>ARPC</b>	Army Reserve Personnel Command	<b>B.L.S.</b>	Bachelor of Liberal Studies
<b>A.S.</b>	Associate of Science	<b>BOOST</b>	Broadened Opportunity for Officer Selection and Training
<b>ASCUS</b>	Association for School, College and University Staffing	<b>BOQ</b>	Bachelor Officers Quarters
<b>ASD</b>	Assistant Secretary of Defense (MC&FP) - Military Community and Family Policy	<b>B.S.</b>	Bachelor of Science
<b>ASE</b>	Automotive Service Excellence	<b>BSEP</b>	Basic Skills Education Program (Marine Corps)
<b>ASHA</b>	American Speech-Hearing-Language Association	<b>B.S.O.E.</b>	Bachelor of Science in Occupational Education
<b>ASIS</b>	American Society of Industrial Security	<b>BTB</b>	Basic Test Battery
<b>ASMC</b>	American Society of Military Comptrollers	<b>BUMED</b>	Bureau of Medicine and Surgery
		<b>BUPERS</b>	Bureau of Naval Personnel

## **Appendix D. Useful Acronyms**

<b>CAEL</b>	Council for Adult and Experiential Learning		
<b>CAGIS</b>	Computer Assisted Guidance Information System	<b>CISS</b>	Campbell Interest and Skills Survey
<b>CAI</b>	Career Assessment Inventory	<b>CLEP</b>	College Level Examination Program
<b>CAI</b>	Computer Assisted Instruction	<b>CMC</b>	Commandant of the Marine Corps
<b>CALEC</b>	Center for Adult Learning and Educational Credentials	<b>CMI</b>	Computer Managed Instruction/ Computer Mediated Instruction
<b>CALS</b>	Computer Assisted Lesson-Grading System	<b>CNET</b>	Chief of Naval Education and Training
<b>CANTRAC</b>	Catalog of Naval Training Courses	<b>CNO</b>	Chief of Naval Operations
<b>CAPSE</b>	Continuing, Adult and Post-Secondary Education	<b>CO</b>	Commanding Officer
<b>CBI</b>	Computer Based Instruction	<b>COB</b>	Close of Business
<b>CBT</b>	Computer Based Testing	<b>COE</b>	Council on Occupational Education
<b>CCAF</b>	Community College of the Air Force	<b>CONAP</b>	Concurrent Admissions Program
<b>CCI</b>	Cardiovascular Credentialing International	<b>CONUS</b>	Continental United States
<b>CCME</b>	Council of College and Military Educators	<b>COOL</b>	Credentialing Opportunities Online
<b>CCO</b>	National Commission for the Certification of Crane Operators	<b>COR</b>	Contracting Officer's Representative
<b>CDP</b>	Certificate in Data Processing	<b>COTR</b>	Contracting Officer's Technical Representative
<b>CEU</b>	Continuing Education Unit	<b>CPB</b>	Corporation for Public Broadcasting
<b>CG</b>	Commanding General	<b>CTC</b>	Central Texas College
<b>CGI</b>	Coast Guard Institute	<b>CTT</b>	Certified Technical Trainer
<b>CGS</b>	Council of Graduate Schools in the United States	<b>CY</b>	Calendar Year
<b>CHEA</b>	Council for Higher Education Accreditation	<b>CWS</b>	College Work Study
<b>CHSPE</b>	California High School Proficiency Examination	<b>DA</b>	Department of the Army
<b>CISO</b>	Curriculum and Instructional	<b>DANB</b>	Dental Assisting National Board
		<b>DANTES</b>	Defense Activity for Non-

## **Appendix D. Useful Acronyms**

	Traditional Education Support		
<b>DAPS</b>	Defense Automated Printing Service	<b>D.M.D.</b>	Medical Doctor of Dentistry
<b>D.B.A.</b>	Doctor of Business Administration	<b>DMDC</b>	Defense Manpower Data Center
<b>DBMU</b>	Defense Business Management University	<b>D.O.</b>	Doctor of Osteopathy
<b>D.C.</b>	Doctor of Chiropractic	<b>DoD</b>	Department of Defense
<b>D.C.M.</b>	Doctor of Chiropractic Medicine	<b>DoDDS</b>	Department of Defense Dependents Schools
<b>DCNADLP</b>	DANTES Catalog of Nationally Accredited Distance Learning Programs	<b>DoDEA</b>	Department of Defense Education Activity
<b>DDESS</b>	Domestic Dependent Elementary and Secondary Schools (formerly called Section 6 Schools)	<b>DoDED</b>	Department of Defense Education
<b>D.D.S.</b>	Doctor of Dental Science	<b>DOL</b>	Department of Labor
<b>DEA</b>	Survivors and Dependents Educational Assistance	<b>DON</b>	Department of the Navy
<b>DEDC</b>	DANTES External Degree Catalog	<b>D.P.</b>	Doctor of Podiatry
<b>DEPH</b>	DANTES Examination Program Handbook	<b>D.P.M.</b>	Doctor of Podiatric Medicine
<b>DESAP</b>	DANTES Education Services Advisory Panel	<b>DRMO</b>	Defense Reutilization and Marketing Office
<b>DETC</b>	Distance Education and Training Council	<b>DSN</b>	Defense Switched Network
<b>DFAS</b>	Defense Finance and Accounting Service	<b>DSST</b>	DANTES Subject Standardized Tests
<b>DIB</b>	DANTES Information Bulletin	<b>DUINS</b>	Duty Under Instruction
<b>DISC</b>	DANTES Independent Study Catalog	<b>D.V.M.</b>	Doctor of Veterinary Medicine
<b>DL</b>	Distance Learning	<b>EAOS</b>	End of Active Obligated Service
<b>DLAB</b>	Defense Language Aptitude Battery	<b>eArmyU</b>	Army University Access Online
<b>DLI</b>	Defense Language Institute	<b>ECE</b>	Excelsior College Examinations
<b>DLPT</b>	Defense Language Proficiency Test	<b>ECP</b>	Enlisted Commissioning Program
		<b>ECS</b>	Education Commission of the States
		<b>ED</b>	Education Department (U.S.)
		<b>Ed.D.</b>	Doctor of Education
		<b>EDMIS</b>	Education Management Information System

## **Appendix D. Useful Acronyms**

<b>ED SPECS/TECHS</b>	Education Specialists/Technicians	<b>FYDP</b>	Five-Year Defense Plan
<b>EIAH&amp;MA</b>	Educational Institute of American Hotel and Motel Association	<b>GCT</b>	General Classification Test (BTB Score)
<b>ELA</b>	Experiential Learning Assessment	<b>GED</b>	General Educational Development
<b>ELPT</b>	English Language Proficiency Test	<b>GEDTS</b>	General Educational Development Testing Service
<b>EMT</b>	Emergency Medical Technicians (National Registry of)	<b>GMAT</b>	Graduate Management Admissions Test
<b>Eng.D.</b>	Doctor of Engineering	<b>GPA</b>	Grade Point Average
<b>ESC</b>	Education Support Center	<b>GPO</b>	Government Printing Office
<b>ESL</b>	English as a Second Language	<b>GRE</b>	Graduate Record Examination
<b>ESO</b>	Education Services Officer	<b>GSL</b>	Guaranteed Student Loan
<b>ESS</b>	Education Services Specialist	<b>HBCU</b>	Historically Black Colleges and Universities
<b>ETA-I</b>	Electronic Technicians Association – International	<b>HED</b>	Higher Education Directory
<b>ETS</b>	Educational Testing Service	<b>HEHA</b>	National Environmental Health Association
<b>EUSA</b>	Eighth U. S. Army	<b>HQUSAREUR</b>	Headquarters, U.S. Army Europe
<b>FAFSA</b>	Free Application for Federal Student Aid	<b>HPSP</b>	Health Professions Scholarship Program (Army)
<b>FAQS</b>	Frequently Asked Questions	<b>HRCI</b>	Human Resource Certification Institute
<b>FAST</b>	Functional Academic Skills Training	<b>HRO</b>	Human Resources Office
<b>FAST</b>	Flight Aptitude Selection Test	<b>HSCP</b>	High School Completion Program
<b>FISC</b>	Fleet Industrial Supply Center	<b>IAAP</b>	International Association of Administrative Professionals
<b>FICE</b>	Federal Interagency Committee on Education	<b>IADT</b>	Initial Active Duty for Training
<b>FORSCOM</b>	Forces Command (Army)	<b>IAW</b>	In Accordance With
<b>FRA</b>	Fleet Reserve Association	<b>ICCP</b>	Institute for Certification of Computer Professionals
<b>FS</b>	Functional Skills	<b>ICET</b>	Institute of Certification of Engineering Technicians
<b>FY</b>	Fiscal Year (Oct – Sep)		



## **Appendix D. Useful Acronyms**

<b>ICO</b>	In case of		Center
<b>ICPM</b>	Institute of Certified Professional Managers	<b>LO</b>	Liaison Officer
<b>IFP</b>	Institute for Professional Finance	<b>LSAT</b>	Law School Admissions Test
<b>IFSEA</b>	International Food Service Executive Association	<b>M.A.</b>	Masters of Art
<b>IMA</b>	Installation Mgmt Agency	<b>MACOM</b>	Major Army Command
<b>INSCOM</b>	Intelligence Command (Army)	<b>MAJCOM</b>	Major Air Force Command
<b>IPEDS</b>	Integrated Postsecondary Education System	<b>MASP</b>	Military Academic Skills Program
<b>IS</b>	Independent Study	<b>MAT</b>	Miller Analogies Test
<b>ISSA</b>	Inter-service Support Agreement	<b>M.B.A</b>	Masters of Business Administration
<b>IT</b>	Information Technology	<b>MBTI</b>	Myers-Brigg Type Indicator
<b>ITCO</b>	Interim Test Control Officer	<b>MCAT</b>	Medical College Admissions Test
<b>JAG</b>	Judge Advocate General	<b>MCI</b>	Marine Corps Institute
<b>JCBIS</b>	Joint Computer Based Instruction System	<b>MCNET</b>	Military Counselor Network
<b>J.D.</b>	Juris Doctorate	<b>MCSEN</b>	Marine Corps Satellite Education Network
<b>JMIC</b>	Joint Military Intelligence College	<b>M.D.</b>	Doctor of Medicine
<b>JPME</b>	Joint Professional Military Education	<b>M.Ed.</b>	Masters in Education
<b>JTR</b>	Joint Travel Regulations	<b>MEPCOM</b>	Military Entrance Processing Command
<b>KUDER</b>	Kuder Career Search with Person Match	<b>M.Div.</b>	Masters of Divinity
<b>LAN</b>	Local Area Network	<b>MDW</b>	Military District of Washington (Army)
<b>LCC-ST</b>	Liaison Council on Certification for the Surgical Technologist	<b>MEDCOM</b>	Medical Command (Army)
<b>LERN</b>	Learning Resources Network	<b>M.Eng.</b>	Masters in Engineering
<b>LES</b>	Leave and Earnings Statement	<b>METEC</b>	Military Experience and Training Evaluation Consultant
<b>L.L.B.</b>	Bachelor of Law	<b>M.F.A.</b>	Masters of Fine Art
<b>LLN</b>	Life Long Learning Network	<b>MGIB</b>	Montgomery GI Bill
<b>LLRC</b>	Library/Learning Resources		

## **Appendix D. Useful Acronyms**

<b>MGIB-SR</b>	Montgomery GI Bill Selected Reserve				Universities and Land Grant Colleges
<b>M.H.L.</b>	Master of Hebrew Literature		<b>NASW</b>		National Association of Social Workers
<b>MIPR</b>	Military Interdepartmental Purchase Request		<b>NAVADMIN</b>		Naval Administrative Message
<b>MIVER</b>	Military Installation Voluntary Education Review		<b>NBCOT</b>		National Board for the Certification of Orthopedic Technologist
<b>MLF</b>	Multi-Use Learning Facility		<b>NBRC</b>		National Board of Respiratory Care
<b>M.L.S.</b>	Master of Library Science		<b>NBRT</b>		National Board for Respiratory Therapy
<b>MOA</b>	Memorandum of Agreement		<b>NCACS</b>		North Central Association of Colleges and Schools
<b>MORE</b>	Minority Officer Recruiting Effort		<b>NCC</b>		Navy College Center
<b>MOS</b>	Military Occupational Specialty		<b>NCES</b>		National Center for Educational Statistics
<b>MOU</b>	Memorandum of Understanding		<b>NCLP</b>		Navy College Learning Program
<b>MRC</b>	Middlesex Research Corporation		<b>NCMIS</b>		Navy College Management Information System
<b>M.S.</b>	Masters of Science		<b>NCO</b>		Navy College Office
<b>MSACHE</b>	Middle States Association of Schools and Colleges		<b>NCO</b>		Non-Commissioned Officer
<b>MSAT</b>	Multiple Subjects for Teachers		<b>NCOE</b>		National Council for Occupational Education
<b>MSG</b>	Naval Message		<b>NCOES</b>		Non-Commissioned Officer Education System
<b>NACES</b>	National Association of Credential Evaluation Services		<b>NCPACE</b>		Navy College Program for Afloat College Education
<b>NACUBO</b>	National Association of College and University Business Officers		<b>NDU</b>		National Defense University
<b>NAICU</b>	National Association of Independent Colleges and Universities		<b>NEASC</b>		New England Association of Colleges and Schools
<b>NARTE</b>	National Association of Radio and Telecommunications Engineers, Inc.		<b>NEC</b>		Navy Enlisted Classification
<b>NAS</b>	Naval Air Station		<b>NEHA</b>		National Environmental Health Association
<b>NASC</b>	Northwest Association of Schools and Colleges		<b>NETC</b>		Naval Education and Training Center
<b>NASULGC</b>	National Association of State				

## **Appendix D. Useful Acronyms**

<b>NETPDT</b>	Naval Education and Training Professional Development and Technology Center	<b>OECC</b>	Office on Education Credit and Credentials of the American Council on Education
<b>NIASE</b>	National Institute for Automotive Service Excellence	<b>OIC</b>	Officer in Charge
<b>NMCRS</b>	Navy/Marine Corps Relief Society	<b>OJT</b>	On-the-job Training
<b>NOCTI</b>	National Occupation Competence Testing Institute	<b>O&amp;MN</b>	Operations and Maintenance, Navy
<b>NLT</b>	No Later Than	<b>OPE</b>	Office of Postsecondary Education
<b>NOTAL</b>	Not To All	<b>OPM</b>	Office of Personnel Management
<b>NPC</b>	Navy Personnel Command	<b>OPN</b>	Other Procurement, Navy
<b>NPRDC</b>	Naval Personnel Research and Development Center	<b>O/S</b>	Overseas
<b>NPS</b>	Naval Postgraduate School	<b>OSD</b>	Office of the Secretary of Defense
<b>NRD</b>	Navy Recruiting District	<b>OTS</b>	Officer Training School
<b>NROTC</b>	Naval Reserve Officers Training Corps	<b>PAO</b>	Public Affairs Office/Officer
<b>NSCA</b>	National Strength and Conditioning Association	<b>PC</b>	Paragraph Comprehension (ASVAB Score)
<b>NSPI</b>	National Society for Performance and Instruction	<b>PCS</b>	Permanent Change of Station
<b>NTE</b>	National Teachers Examination (now Praxis)	<b>PERSCOM</b>	Personnel Command
<b>NUCEA</b>	National University Continuing Education Association	<b>Pharm.D.</b>	Doctor of Pharmacy
<b>NWC</b>	Naval War College	<b>Ph.D.</b>	Doctor of Philosophy
<b>OASD</b>	Office of Assistant Secretary of Defense	<b>PI</b>	Programmed Instruction
<b>OBE</b>	Overcome by Events	<b>PLATO</b>	Programmed Logic for Automatic Teaching Operations
<b>OCONUS</b>	Outside Continental United States	<b>PLUS</b>	Parent Loans for Undergraduate Students
<b>OCS</b>	Officer Candidate School	<b>POA&amp;M</b>	Plan of Action and Milestones
<b>O.D.</b>	Doctor of Optometry	<b>POC</b>	Point of Contact
		<b>POD</b>	Plan of the Day
		<b>POI</b>	Program of Instruction

## **Appendix D. Useful Acronyms**

<b>POM</b>	Program Objectives Memorandum	<b>SHEEO</b>	State Higher Education Executive Officers
<b>POW</b>	Plan of the Week	<b>SIU</b>	Southern Illinois University
<b>PPBS</b>	Planning-Programming-Budget System	<b>SLRP</b>	Student Loan Repayment Program
<b>PPST</b>	Pre-Professional Skills Test	<b>SMART</b>	Sailor/Marine ACE Registry Transcript
<b>PREP</b>	Pre-discharge Education Program	<b>SOC</b>	Servicemembers Opportunity Colleges
<b>PSA</b>	Personnel Support Activity	<b>SOCAD</b>	SOC Army Degrees
<b>PSAT</b>	Preliminary Scholastic Assessment Test	<b>SOC COAST</b>	SOC Coast Guard Degrees
<b>PSD</b>	Personnel Support Detachment	<b>SOC GUARD</b>	SOC Army National Guard Degrees
<b>QH</b>	Quarter Hour	<b>SOC MAR</b>	SOC Marine Corps Degrees
<b>RCEP</b>	Reserve Component Education Panel	<b>SOC NAV</b>	SOC Navy Degrees
<b>RFP</b>	Request for Proposal	<b>SOP</b>	Standard Operating Procedures
<b>ROTC</b>	Reserve Officers Training Corps	<b>SSIC</b>	Standard Subject Identification Code
<b>SAA</b>	State Approval Agency	<b>STA-21</b>	Seaman to Admiral Program
<b>SACS</b>	Southern Association of Schools and Colleges	<b>TA</b>	Tuition Assistance
<b>SAT I Reasoning Test</b>	Formerly called the Scholastic Assessment Test	<b>TABE</b>	Test of Adult Basic Education
<b>SBTB</b>	Short Basic Test Battery	<b>TAD</b>	Temporary Additional Duty
<b>SCAT</b>	Schools and Colleges Ability Test	<b>TAMP</b>	Transition Assistance Management Program
<b>SCI</b>	Strong Confidence and Skills Inventory	<b>TARC</b>	Technical Academic Resource Center
<b>SDS</b>	Holland Self-Directed Search	<b>TEM DU</b>	Temporary Duty
<b>SECNAV</b>	Secretary of the Navy	<b>TOEFL</b>	Test of English as a Foreign Language
<b>SEOG</b>	Supplemental Educational Opportunity Grant	<b>TCO</b>	Test Control Officer
<b>SH</b>	Semester Hour	<b>TDY</b>	Temporary Duty
		<b>TRADOC</b>	Training and Doctrine Command

## **Appendix D. Useful Acronyms**

<b>TROA</b>	The Retired Officers Association	<b>USMAP</b>	United Services Military Apprenticeship Program
<b>TSWE</b>	Test of Standard Written English	<b>USMAPS</b>	United States Military Academy Prep School
<b>TTT</b>	Troops to Teachers	<b>USMC</b>	United States Marine Corps
<b>UCEA</b>	University Continuing Education Association	<b>USMCR</b>	United States Marine Corps Reserve
<b>UIC</b>	Unit Identification Code	<b>USN</b>	United States Navy
<b>UMUC</b>	University of Maryland University College	<b>USNA</b>	United States Naval Academy
<b>URL</b>	Uniform Resource Locator	<b>USNR</b>	United States Navy Reserve
<b>USA</b>	United States Army	<b>USUHS</b>	Uniform Services University of the Health Sciences
<b>USAF</b>	United States Air Force	<b>VA</b>	Department of Veterans Affairs
<b>USAFA</b>	United States Air Force Academy	<b>VE</b>	Verbal Expression (ASVAB Score)
<b>USAFE</b>	United States Air Force Europe	<b>VEAP</b>	Veterans Educational Assistance Program
<b>USAFI</b>	United States Armed Forces Institute	<b>VEMIS</b>	Voluntary Education Management Information Service
<b>USAFR</b>	United States Air Force Reserve	<b>VMET</b>	Verification of Military Experience and Training
<b>USANG</b>	United States Air National Guard	<b>VOLED</b>	Voluntary Education
<b>USAR</b>	United States Army Reserve	<b>VO-TECH</b>	Vocational-Technical
<b>USAREC</b>	United States Army Recruiting	<b>VRA</b>	Veterans Readjustment Act
<b>USAREUR</b>	United States Army Europe	<b>WASC-JR</b>	Western Association of Schools and Colleges / Accrediting Commission for Community and Junior Colleges
<b>USARNG</b>	United States Army National Guard	<b>WASC-SR</b>	Western Association of Schools and Colleges/ Accrediting Commission for Senior Colleges and Universities
<b>USARPAC</b>	United States Army Pacific	<b>WK</b>	Word Knowledge (ASVAB Score)
<b>USARSO</b>	United States Army South	<b>WO</b>	Warrant Officer
<b>USCG</b>	United States Coast Guard		
<b>USCGR</b>	United States Coast Guard Reserve		
<b>USMA</b>	United States Military Academy (at West Point)		

## Appendix D. Useful Acronyms

**WW(Yr)** DoD Worldwide Education  
**Ex. WW2003** Symposium

## **Appendix E. Activation and Mobilization Briefing**

### **Activation and Mobilization Checklist**

1. Notify the school and your professor/instructor that you have been activated and present the appropriate administrator with a copy of your orders.
2. Be sure to make contact either in person or via telephone. Leaving a voicemail or email message is insufficient because further information may be required.
3. Keep a record of names, dates, individuals, and a brief summary of your conversations with the school and lending institution.
4. Notify your school's VA counselor that you have been activated and present your activation orders. Discuss the appropriate course of action with the VA Counselor.
5. Contact your student loan lender. It is your responsibility to follow through with any procedure the lender indicates.
6. Call your Education Office. If you encounter any problems resolving your academic status, request assistance from your Education coordinator.

**Note:** To ensure proper credit and to prevent any financial loss to the soldier, these steps must be completed prior to departure.

### **Montgomery GI Bill and Student Loan Information for Activated Guard-Reservists**

7. Soldiers in receipt of Montgomery GI Bill (MGIB) benefits who are forced to withdraw from school for activation purposes will have their entitlements restored for the period of the term completed. For example, if a soldier began school in September and was called to active duty in November, the months of September and October will not count against their entitlement.
8. Soldiers **must** notify the school that they are being activated. They must also notify the VA counselor at the school they attend. They should bring a copy of their orders. If the soldier does not officially withdraw from school and notify the VA counselor, he/she will not be able to recoup the months of entitlements lost. A sample letter is found below.
9. If you have a student loan, notify your lender that you have been activated. Lenders will automatically postpone the student loan payments of borrowers during the period of the borrower's active duty service. Borrowers with subsidized student loans will be eligible to have the federal government assume the interest payments on their loans while they are on military duty. The U.S. Department of Education Web site contains information and guidelines regarding [loan relief for persons affected by military mobilization](http://www.ifap.ed.gov/dpcletters/GEN0113.html).  
<http://www.ifap.ed.gov/dpcletters/GEN0113.html>
10. Any activated soldier receiving **Federal Tuition Assistance** should notify the Education Services Officer at (609) 562-0654 or (609) 562-0714.



## Appendix E. Activation and Mobilization Briefing

### **New Jersey Permanent Statutes (<http://www.njleg.state.nj.us>)** **TITLE 18A EDUCATION**

#### **18A:62-4.2. Options for student at public institution of higher education unable to complete course due to military service**

1. a. A student at a New Jersey public institution of higher education who is unable to complete a course because the student is called to partial or full mobilization for State or federal active duty as a member of the National Guard or a Reserve component of the Armed Forces of the United States shall be entitled to the options set forth in this section with respect to the student's grade for the course.
- b. A student who has completed at least eight weeks of attendance in a course may choose to:
  - (1) receive a letter grade; or
  - (2) receive a grade of pass or fail; or
  - (3) receive a grade of incomplete; or
  - (4) withdraw from the course.
- c. A student who has completed less than eight weeks of attendance in a course may choose to:
  - (1) receive a grade of incomplete; or
  - (2) withdraw from the course.
- d. A letter grade or a grade of pass shall only be awarded if, in the opinion of the faculty member teaching the course, the student has completed sufficient work, and there is sufficient evidence of progress toward meeting the requirements of the course, to justify the grade.
- e. A grade of incomplete shall remain valid for a period of one year after the student returns to the New Jersey public institution of higher education.
- f. A student who chooses to accept a grade of pass or fail may, within one year after returning to the New Jersey public institution of higher education, receive a letter grade for the course by completing the work required for the course, in which case the letter grade shall replace the pass or fail grade as the student's grade for the course.
- g. A student who chooses to withdraw from a course shall receive a full refund of tuition and fees attributable to that course.
- h. A student who has paid amounts for room, board or fees shall, except as provided in subsection g. of this section, receive a refund of that portion of those amounts attributable to the time period during which the student did not use the services for which payment was made.
- i. Any refund payable to a student who is a financial aid recipient shall be subject to the applicable State and federal regulations regarding refunds.

## Appendix E. Activation and Mobilization Briefing

L.1997,c.377,s.1.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of College

\_\_\_\_\_  
College Address

\_\_\_\_\_  
City, State, Zip

Dear College Administrator:

I, \_\_\_\_\_, SSN: \_\_\_\_\_ request cancellation of my school  
term: \_\_\_\_\_ enrollment and that all  
charges incurred be waived for this term. The reason for this request is the activation of my  
New Jersey Army National Guard unit: \_\_\_\_\_ for reason for  
mobilization: \_\_\_\_\_. A copy of my order to active duty is  
attached.

New Jersey Permanent Statutes 18A:62-4.2 specifies that "A student who has completed at least eight weeks of attendance in a course may choose to: (1) receive a letter grade; or (2) receive a grade of pass or fail; or (3) receive a grade of incomplete; or (4) withdraw from the course. A student who has completed less than eight weeks of attendance in a course may choose to: (1) receive a grade of incomplete; or (2) withdraw from the course." A copy of this law is attached. In accordance with this law I choose to: (check one)

\_\_\_\_\_ receive a letter grade

\_\_\_\_\_ receive a grade of pass or fail

\_\_\_\_\_ receive a grade of incomplete

\_\_\_\_\_ withdraw from the course

To discuss this request, please contact Lieutenant Colonel Henri Schepens, Education Services Officer, at (609) 562-0654. Thank you for your consideration in this matter and I hope to return to classes as soon as I am released from active duty.

Sincerely,

\_\_\_\_\_  
Soldier's Signature

**Enclosure:    Soldier's Orders**  
**N.J.S. 18A:62-4.2**

## **Appendix E. Activation and Mobilization Briefing**

\_\_\_\_\_  
Printed Name of Soldier

\_\_\_\_\_  
Soldier's Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Lender

\_\_\_\_\_  
Lender's Address

\_\_\_\_\_  
City, State, Zip

Dear Loan Administrator:

I, \_\_\_\_\_, SSN: \_\_\_\_\_

have been ordered to active duty for reason for mobilization:

\_\_\_\_\_. A copy of my order to duty is attached. I request that my student loan(s) if in an in-school status, an in-school deferment status, or in a grace period status remain in that status during my period of active duty. I also request the appropriate time for me to resume enrollment in the next regular enrollment period that is available.

If my loan(s) are in a repayment status, I request forbearance for the period indicated on my attached orders.

Should you have any questions please contact Lieutenant Henri Schepens, the Education Services Officer, at 605-562-0654

Sincerely,

\_\_\_\_\_  
Soldier's Signature

**Enclosure: Soldier's Orders**  
New Jersey Army National Guard

\_\_\_\_\_  
Printed Name of Soldier

\_\_\_\_\_  
Soldier's Street Address

## Appendix E. Activation and Mobilization Briefing

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City, State, Zip

CF:

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Unit  
NJARNG Education Center

### INFORMATION PAPER

J1-Army-ESO  
16 Apr 04

SUBJECT: The Effect of Mobilization on ARNG Education Benefits

1. Purpose. To provide an overview of the effect a mobilization has on ARNG education benefits.

2. Facts:

a. MGIB Overview. ARNG soldiers who are mobilized, remain eligible for the Montgomery G.I. Bill – Selected Reserve (MGIB-SR), Chapter 1606, Title 10, United States Code (USC) or the Montgomery G.I. Bill – Active Duty (MGIB-AD), Chapter 30, Title 38, USC, if they were entitled to the benefit prior to the mobilization.

b. MGIB-SR Extension. ARNG soldiers who are eligible for the MGIB-SR who are federally mobilized for 1 day or more will get the period of the mobilization plus 4 months added to their MGIB-SR benefit after the mobilization. To get the additional time added, soldiers must send a copy of their DD Form 214 to their Department of Veteran's Administration (DVA) Regional Processing Office (RPO) and request the extension.

c. MGIB-AD Extension. ARNG soldiers who are eligible for the MGIB-AD (regardless if their original 10 year delimiting period has expired or not) who are federally mobilized and serve 90 continuous days or more (there are some exceptions for less than 90 days) will have a new 10 year delimiting period established at the point of their latest discharge from active duty. To have the new delimiting period established, soldiers must send a copy of their DD Form 214 to their DVA RPO and request a determination of their new eligibility period.

d. PLUS UP- Additional Contribution. ARNG soldiers who are eligible for the MGIB-AD who are federally mobilized for 1 day or more are eligible to add up to \$600 to their MGIB-AD account and receive up to an additional \$5,400 in benefits. Soldiers who converted to MGIB-AD from the Old GI Bill (Chapter 34) or from VEAP may not make the additional contributions. To contribute the additional funds, soldiers must work with their State ARNG Education Office ~~or Army Education Office~~ while still on active duty or shortly thereafter, and complete a DD Form 2366-1 and submit the additional funds to their servicing finance office using a "Cash Collection Voucher". It is imperative that the DD 2366-1 and copy of "Cash Collection Voucher" be forwarded to respective ARNG State Education Office so they can input the transactions in the ARNG personnel systems. Member should also maintain copy of both the DD 2366-1 and Cash Collection Voucher for submission/evidence when applying to use their benefits with the US Dept of Veterans Affairs and/or school.

e. MGIB-AD Enrollment. ARNG soldiers who are federally mobilized (who first entered active duty after 7/1/85) and serve for at least 2 years of continuous active duty may qualify for the MGIB-AD program. These soldiers should consult with their State ARNG Education Services Office ~~or Army Education Office~~ prior to coming off of active duty or shortly thereafter to verify their eligibility and pay the required \$1,200 contribution and complete DD 2366. These soldiers are also eligible to contribute the additional \$600 contribution (PLUS UP). Either transaction must be processed through members' respective ARNG Education Office for input into the ARNG personnel data systems.

## **Appendix E. Activation and Mobilization Briefing**

f. Tuition Assistance – Enlisted. ARNG enlisted soldiers who are federally mobilized are not eligible for ARNG Federal Tuition Assistance (FTA) but are eligible for Army Continuing Education Service (ACES) Tuition Assistance (TA) available from their servicing active Army Education Center. Exceptions: 1) If ARNG member is enrolled in school and ARNG FTA has already been authorized for the current session and member is subsequently mobilized (member elects to remain in classes), then ARNG may pay for that semester, but not follow-on courses while mobilized. 2) If a mobilized ARNG member enrolls in courses, but ACES denies active Army TA because enlisted member does not have sufficient active duty service obligation remaining prior to course end date; then, ARNG FTA may be authorized. 3) All other cases require NGB-ARM-PR (Education) FTA program manager approval.

g. Tuition Assistance – Officers. ARNG officers who are federally mobilized remain eligible for ARNG FTA because they may not be eligible for ACES TA due to the required 2-year active duty service obligation incurred after using ACES TA (from course end date).

POC: LTC Schepens (609) 562-0654

1LT Stoner (609) 562-0975

2LT Beausoleil-Holt (609) 562-0714

## Appendix F. Reconstitution Briefing

### INFORMATION PAPER

J1-Army-ESO  
1 Dec 04

SUBJECT: The Effect of Mobilization on Montgomery GI Bill (MGIB) Benefits

1. Purpose. To provide an overview of the effect a mobilization has on MGIB benefits.

2. Facts:

a. MGIB Overview. ARNG soldiers who are mobilized, remain eligible for the Montgomery G.I. Bill – Selected Reserve (MGIB-SR), Chapter 1606, Title 10, United States Code (USC) or the Montgomery G.I. Bill – Active Duty (MGIB-AD), Chapter 30, Title 38, USC, if they were entitled to the benefit prior to the mobilization.

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d. PLUS UP- Additional Contribution. ARNG soldiers who are eligible for the MGIB-AD who are federally mobilized for 1 day or more are eligible to add up to \$600 to their MGIB-AD account and receive up to an additional \$5,400 in benefits. Soldiers who converted to MGIB-AD from the Old GI Bill (Chapter 34) or from VEAP may not make the additional contributions. To contribute the additional funds, soldiers must work with their State ARNG Education Office or Army Education Office while still on active duty or shortly thereafter, and complete a DD Form 2366-1 and submit the additional funds to their servicing finance office using a "Cash Collection Voucher". It is imperative that the DD 2366-1 and copy of "Cash Collection Voucher" be forwarded to respective ARNG State Education Office so they can input the transactions in the ARNG personnel systems. Member should also maintain copy of both the DD 2366-1 and Cash Collection Voucher for submission/evidence when applying to use their benefits with the US Dept of Veterans Affairs and/or school.

e. MGIB-AD Enrollment. ARNG soldiers who are federally mobilized (who first entered active duty after 7/1/85) and serve for at least 2 years of continuous active duty may qualify for the MGIB-AD program. These soldiers should consult with their State ARNG Education Services Office or Army Education Office prior to coming off of active duty or shortly thereafter to verify their eligibility and pay the required \$1,200 contribution and complete DD 2366. These soldiers are also eligible to contribute the additional \$600 contribution (PLUS UP). Either transaction must be processed through members' respective ARNG Education Office for input into the ARNG personnel data systems.

f. MGIB Chapter 1607 Eligibility. H.R 4200, authorizing the creation of a new education benefit, was signed into law by President Bush on October 28, 2004. The new benefit, Chapter 1607, makes certain individuals who were activated after September 11, 2001 either eligible for education benefits or eligible for increased benefits. The educational assistance allowance payable under chapter 1607 is a percentage of the Chapter 30 three-year rate based on the number of continuous days served on active duty. The full-time rate in the table below is the rate for full-time institutional training under Chapter 1607 on or after October 1, 2004.

Time Reserve Member Serves on Active Duty	Percentage of Ch 30 (3-Year Rate)	Full-Time Rate (Eff. Oct. 1,2004)
90 days but less than one year	40%	\$401.60
One year but less than two years	60%	\$602.40
Two years or more	80%	\$803.20

The Department of Defense (DOD), Department of Homeland Security (DHS) and DVA are working on an implementation plan for this new benefit. More information is available at: <http://www.gibill.va.gov>

POC: LTC Schepens (609) 562-0654  
1LT Stoner (609) 562-0975  
2LT Beausoleil-Holt (609) 562-0714

# GI Bill entitlements upped for mobed Guard, Reserve

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**Spc. Finnbar McCallion**  
Fort Dix PAO

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The classic, “My recruiter lied to me,” or the newer and more common, “Two weeks a summer my ass,” may be heard bellowing from the back of the throats of naysayers serving the country on deployment in recent times.

But Uncle Sam’s got something on the plate that may hush the sarcastic remarks and complaints of even the most cynical of Soldiers — the latest in Army college financial tuition assistance, Chapter 1607.

Since the new Chapter 1607 program is still in its infancy, all the details are still being hammered out from the top down by the Department of Defense (DOD), Department of Homeland Security (DHS) and Veterans Affairs (VA). But among some of the general bits of information known is that all Reserve Component Soldiers supporting operations after September 11, 2001, are eligible for Chapter 1607.

According to Lt. Benjamin Stoner of the New Jersey National Guard Education Office, “Chapter 1607 gives National Guard (and Reserve) members a percentage of the active-duty Montgomery GI Bill rate. It was created to address the contributions and sacrifices that National Guard members have made to the War on Terrorism.

Prior to the War on Terrorism, the idea of a Reserve or National Guard Soldier activated on this large of a scale for so long may have never been conceived. But in a post- September 11 world, that is very much the case.

Active-duty Soldiers serving their country under the same light are offered the Army Montgomery GI Bill, Chapter 30. The program, administered by the Department of Veterans Affairs (VA), provides monthly payments for qualified Soldiers enrolled in VA-approved, college-level education and training. In order to be eligible for this program, a minimum contribution of \$1,200 is required, according to the VA.

Reserve and National Guard Soldiers who had served two full years were being offered Chapter 30. If they served less than two years, they were getting nothing.

The answer to this inequity was Chapter 1607. Chapter 1607 creates a progressive ladder toward the monetary stipend offered to active-duty Soldiers.

“The educational assistance allowance payable under Chapter 1607 is a percentage of the Chapter 30 three-year rate based on the number of continuous days served on active duty. The full-time rate in the table below is the rate for full-time institutional training under Chapter 1607 on or after Oct. 1, 2004. If your training was before October 1, 2004, your monthly rate will be a percentage of the Chapter 30 three year rate in effect at the time of your training,” according to the VA.

And in the rare case that a Soldier does make it to two full years, they will be eligible for Chapter 30.

“They may actually be eligible for both (Chapters 30 and 1607), but as I understand it right now, if they do serve two years consecutively, and it is their first time on active duty, then they are eligible to enroll in Chapter 30,” said Stoner.

But if that’s not you, then Chapter 1606 most likely is. Like Chapter 1607, this chapter is available to Soldiers active in their reserve components, but the amount is only \$288 a month.

Stoner warns Soldiers who were activated and are now back in their civilian lives that using Chapter 1606 can burn Chapter 1607. He also said that if you’re not receiving your Chapter 1607 it is retroactive.

So Soldiers need to remain patient. The VA estimates that it will take four to six months to fully design and implement the Chapter 1607 benefit program.

The main difference between Chapters 1607 and 30 is that Chapter 1607 doesn’t require any financial contribution; however it does require a Soldier to be of active standing in his or her reserve component. In addition, Chapter 30 has a ten-year window, whereas 1607 can be used as long as a Soldier is retained.

A detailed description of Chapter 1607 as it stands presently along with a commonly asked question page is up to date and running at the VA Web site; <http://www.gibill.va.gov/> for those interested in more information.

For more specific questions call your local VA Regional Office toll-free at 1 (888) 442-4551.



## Appendix F. Reconstitution Briefing

### Question

#### How much will I receive under Chapter 1607?

### Answer

The educational assistance allowance payable under chapter 1607 is a percentage of the chapter 30 3-year rate based on the number of continuous days served on active duty. The full-time rate in the table below is the rate for full-time institutional training under chapter 1607 on or after October 1, 2004. If your training was before October 1, 2004, your monthly rate will be a percentage of the Ch 30 (3- Year Rate) in effect at the time of your training.

Time Reserve Member Serves on Active Duty	Percentage of Ch 30 (3-Year Rate)	Full-Time Rate (Eff. Oct. 1,2004)
90 days but less than one year	40%	\$401.60
One year but less than two years	60%	\$602.40
Two years or more	80%	\$803.20

Reduced rates will apply for correspondence, flight, apprenticeship/OJT and licensing and certification training.

Note: Disabled members released before 90 days are eligible for the 40% rate.

### Question

#### How do I apply for Chapter 1607?

### Answer

You can apply now, however, Department of Defense (DOD), Department of Homeland Security (DHS), and the Department of Veterans Affairs (VA) have not determined when full implementation will begin. Computer programs will have to be reprogrammed to pay the benefits, documents and forms will have to be rewritten, and a Memorandum of Understanding will have to be negotiated between DOD, DHS and VA.

VA Regional Processing Offices in Atlanta, St. Louis, Buffalo, and Muskogee will accept applications and supporting documents for Chapter 1607 claims. VA cannot take action on your claim at this time, but VA will store your documents and will notify you when full implementation has been approved. Your claim will be processed at that time.

#### **If you have never submitted an Education Claim to VA-**

Submit an ["Application for VA Education Benefits" \(VA Form 22-1990\)](#) and submit any available documents such as your Discharge from Military Service (DD Form 214), copies of orders to active duty and anything else available as evidence of qualifying service. **Annotate "Chapter 1607" prominently on all correspondence and documents.**

#### **If you have previously filed a claim for Education benefits-**

A new application form is not required. However, you should submit any available documents such as your Discharge from Military Service (DD Form 214), copies of orders to active duty and anything else available as evidence of qualifying service to help establish eligibility for this program. You should also submit a ["Request For Change of Program or Place of Training" \(VA form 22-1995\)](#) which should be annotated "1607." **Annotate "Chapter 1607" prominently on all correspondence and documents.**

### Question

#### How long do I have to use my benefits under Chapter 1607?

### Answer

You may use your benefits under Chapter 1607 as long as you remain within your component. Benefits must be terminated if you leave the Reserves or participate in a ROTC program under Title 10 Section 2107.

Note: There is no fixed delimiting period (ending date) for persons eligible under chapter 1607, as there is for all of the other VA education programs. There is one exception: If you are separated from the Ready Reserve for disability which was not the result of your own willful misconduct, you are entitled to chapter 1607 benefits for 10-years after the date of entitlement.

More info at: <http://www.gibill.va.gov> see attached flyer